

# Safer Recruitment Policy and Procedure



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## Statement of Intent

YWAM England is committed to recruitment procedures that will safeguard the children and adults at risk in our communities as part of the Safer Workforce Cycle (shown below). This document outlines the safeguarding practices and procedures that form part of our recruitment process, for staff, trainees and volunteers. These are a vital part of creating a safe and positive environment to keep children and vulnerable adults safe from harm.

Our recruitment process includes those persons who may not have direct contact with children, but because of their presence will need to be safe and trustworthy. We therefore monitor safe recruitment practice of any external organisation or individual providing services for or on behalf of our organisation who may come into contact with those in our communities.

- ▶ In England, the current statutory guidance is [Working together to safeguard children \(PDF\)](#) (Department for Education, 2018c).
- ▶ Guidance for working with Adults at Risk can be found in the [Care Act 2014](#).
- ▶ These highlight the responsibility of all organisations working with children to have safer recruitment practices in place. As such, YWAM England's Safeguarding Policy outlines our commitment to a Safer Recruitment process based on the Safe Workforce Cycle as shown below:



## Roles and Responsibilities

Each YWAM charity is required to have the following governance and leadership and their respective roles in place:

### Board of Trustees

Responsible for.:

- Ensuring Safer Recruitment policies and procedures are in place
- Nominating a senior manager to implement the policy
- Reporting Allegations to the Charity Commission
- Liaising with the 'In-location' safeguarding leads to ensure policies and procedures are in place and followed.

Each Board of Trustees should have a named Safeguarding lead who, together with the charity's Senior Safeguarding Lead (SSL) and Designated Safeguarding Lead (DSL) is responsible for Safer recruitment within the charity.

### Leadership/Management

Location Leadership Teams should have a named Senior Safeguarding Lead who is responsible for:

- Working with the DSL and Personnel/Registrars to implement this policy
- Reporting to the board (where appropriate)
- Ensuring reviews of arrangements take place
- Working with the DSL to ensure there is appropriate training provision for personnel and ministry/school leaders regarding recruitment
- Referring on any concerns about individual who are unsuitable but are attempting to entering the workforce

### Safeguarding Team

Designated Safeguarding Lead who is responsible for:

- Working with the SSL to implement Safer Recruitment policy and procedure in location
- Working with Personnel teams, registrar and School leaders to implement safeguarding aspects of recruitment
- Ensuring annual reviews of arrangements take place
- Working with the DSL to ensure there is appropriate training provision for personnel and ministry/school leaders regarding recruitment
- Referring on any concerns about individual who are unsuitable but are attempting to entering the workforce

## The Safer Recruitment Process in YWAM England

**BEFORE APPLICATION:** Clear **communication** to all potential applicants (staff, trainees, volunteers) regarding the Safeguarding Processes in YWAM including those in recruitment

### Application Received

The following processes should take place **BEFORE** an application is approved or denied.

- **Verifying identity** and any academic or vocational **qualifications**;
- Checking previous employment **history** (*in light of SG concerns*);
- Ensuring that a candidate has the **health and physical capacity** for the job

- Undertaking a face to face **interview**

1. Undertaking **BACKGROUND CHECKS** (in the UK - DBS)
2. Obtain professional and character **references**
3. **Self Disclosure** Form completed
4. NB Paper copy of DBS check should be **SEEN** by the recruiter **before** being accepted (to verify electronic result)

### Application **Accepted/Denied**

(The above safeguarding information should be taken into account for accepting/denying an application)

## Background Checks

All YWAM staff, trainees, teams, volunteers, and missionaries, whether short or long-term, must provide one of the following:

- A current, reliable criminal records check from their nation of residence (and nations they have lived for a period of time as an adult); OR
- Evidence that they are unable to obtain one.
- A Self-Disclosure Form

### Disclosure and Barring Service (UK)

- In the UK, background checks are performed through the **Disclosure and Barring Service (DBS)**.
- YWAM may, with the staff/trainee's permission, use a previously issued DBS *Enhanced Disclosure* dated after January 2019, ONLY IF it is for both CHILD AND ADULT WORKFORCE and **applicant has joined the DBS Update Service**.
- An **Update Service Permission Form** has been produced to ensure permission is given, and to record information.
- YWAM England good practice is that all staff regularly read and sign an internal safeguarding document, and annual checks to the DBS Update Service are done on each staff/volunteer with a disclosure.

# Police Checks for Trainees

## 1. Before Application is Accepted

All DTS and 2nd Level Trainees should complete the following **before they can be accepted on their course**:

- **Self-Disclosure Form,**
- A **satisfactory Police Check** (*DBS from the UK, or relevant police records check covering children and vulnerable adults from their country of residence.*)
  - *All DTS trainees are required to have a current police check, as virtually all DTS outreaches involve “Regulated Activity” at some point.*
  - *All 2nd Level trainees are required to have a current police check, as virtually all 2nd Level YWAM schools and outreaches involve “Regulated Activity” at some point.*

## 2. Upon Arrival:

In addition to a Police check for their home nation, DBS checks should also be completed upon arrival for all trainees.

- DBS Applications should be submitted (i.e. ID checks done and reported to the Lead Recruiter for submission) **within the first 2 weeks** of the DTS/2<sup>nd</sup> level school. (Although most Disclosure results come through within a week, on occasion a disclosure application is delayed for up to 12 weeks in the DBS process.)
- Each individual should have a completed DBS check **before the trainee goes on outreach.**

## Police Checks for Staff/Volunteers/Missionaries

All Staff and Volunteers are required to complete an **Enhanced Disclosure DBS** check as soon as they are involved in '**Regulated Activity**'. Factors in YWAM such as:

- the nature and calling of YWAM as an organisation;
- the frequent turnover of trainees/staff;
- staff are encouraged to engage in regular outreach both in this country and overseas
- the understanding that staff will often move from one position to another quickly;

Mean that upon first acceptance to do "**Regulated Activity**" with children and/or vulnerable adults, a DBS disclosure completed covering both the Child and Adult Workforce will be required.

**Registrars and Personnel staff, Base/Team leaders**, etc. must keep this in mind as people change roles, join outreaches, etc. and make sure DBS checks are done at the appropriate time.

Staff coming from **overseas requiring a visa will be required to provide a police check covering children and vulnerable adults before** issuing their COS. (See the YWAM England Visa Office for more information.)

## Selecting and Appointing Workers

The following principles governing appointment procedures apply to applicants for YWAM staff positions, volunteers, mission builders, missionaries and trainees on ALL YWAM residential courses.

All aspects of this policy are required. **Under no circumstances should shortcuts be taken** e.g. references overlooked, incomplete applications accepted etc. in **ANY** situation. **It is the responsibility of the Senior Safeguarding Lead and the Designated Safeguarding Lead to ensure these guidelines are followed.**

### Applications

- ▶ **The application screening process for all positions should include more than one person.**
- ▶ The applicant must complete the appropriate **application form** giving information as to their name (and previous names), date and place of birth, and current and 5 year address history.
- ▶ The Application must contain **questions about experience and attitudes to young people.**
- ▶ The Application must either have the **Self-Disclosure Form** attached, or contain the questions outlined in the below:

- Have you ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules (as found at <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> and <https://www.gov.uk/government/publications/dbs-filtering-guidance>); or are you at present the subject of a criminal investigations/pending prosecution?
- The following should include relevant police non-conviction information not subject to DBS filtering rules (as above).
  - Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?
  - To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?
  - Has there ever been any cause for concern regarding your conduct with children, young people, or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.
- Have you ever had an offer of work with children/young or vulnerable people declined?

*NB Children and youth work is exempt from the Rehabilitation of Offenders Act 1974, and all convictions, however old, which relate to children and young people, must be declared by applicants, if asked. However, someone wanting to conceal their past may not of course, tell you.*



## References

- References from those who know the person well, e.g. previous church leaders, employers, friends asking explicitly about their suitability to work with children/vulnerable adults.

## Interview

- Wherever possible an interview before appointing, or in the rare cases this is not possible, immediately upon arrival.
- Interviews must take place with all workers before the 3 month review confirming appointment, with the exception of trainees and short term placements [3 months or less].

## ID Verification

- The applicant's ID should be reviewed to confirm their name, date of birth, nationality
- The applicant's qualifications and work experience should also be reviewed (in light of safeguarding)

## Police Check

- If the applicant has not been in the UK for over a year, then the applicant must supply a current police check from their country of residence, if possible. The *Self-Disclosure Form* must still be completed by the applicant, whether or not they are able to provide a police check. Ideally, checks should cover 5 years of address history. Good practice may include foreign police checks for overseas staff who have been in the UK for less than 2 years.
- If it is not possible to get the police check in English, Personnel/Registrar staff may at their discretion use a trusted YWAM staff member who is fluent in the language of the police check and English to do a translation, upon completion of the *YWAM England Translation Contract*.
- Any issues arising from DBS Disclosures are to be referred to the *Safeguarding Team* for consideration before a decision is made on the suitability of the applicant. If the applicant has not been in the UK for over a year, then the applicant must supply a current police check from their country of residence, if possible. The *Self-Disclosure Form* must still be completed by the applicant, whether or not they are able to provide a police check. Ideally, checks should cover 5 years of address history. Good practice may include foreign police checks for overseas staff who have been in the UK for less than 2 years.

## Induction

Following acceptance, the following Safer Recruitment measures should be followed:

- The confirmation of appointment process should include views from immediate superior and other members of the community.
- As soon as possible after arrival, and before the 3 month review meeting, all workers should:
  - Watch the Safeguarding Induction Video
  - Review YWAM's *Safeguarding Policy* and other relevant policies
  - Understand the Safeguarding Procedure
  - Understand good practice in light of Safeguarding. (Trainees should do this during the briefing week at the start of each school.)
  - Continue ongoing, relevant training.
- If a staff member who is well known to us applies to change roles to one requiring a DBS check, but they do not have the required ID documents (e.g. trouble obtaining bank account), it may be decided by leadership **in consultation with the *National Safeguarding Team*** ON A CASE BY CASE BASIS to allow them to participate SUPERVISED while they are obtaining the necessary documents.
- If non-UK applicant is unable to obtain a police check from their home nation, SUPERVISED work with children and/or vulnerable adults may be allowed if the applicant is well known to us, at the discretion of the leadership **in consultation with the *National Safeguarding Team***, upon completion of the *Self-Disclosure Form* and appropriate Safeguarding training. A DBS Disclosure must be sought as soon as reasonably possible.

## Criteria for not appointing workers

- **Under no circumstances** should a person with a **known previous history** of abusing, or persistent temptation in this area, be appointed to ANY YWAM position, including staff, trainee or volunteer.
- **Under no circumstances** should a person be allowed to work with children and/or adults at risk if they refuse to submit their **DBS Disclosure Certificate** (and **Update Service** permission, if appropriate) or supply a current police check from their home nation, as appropriate, for appraisal.
- **Under no circumstances** should a person be allowed to work with children and/or adults at risk if they **refuse to complete and submit a Self Disclosure form**.
- Abusive practices against young people and/or vulnerable adults are addictive, and even when there is repentance it would be wrong to place an individual in a position of temptation. This policy is as much for the benefit of the staff member/volunteer/ trainee/ missionary concerned as for the children or vulnerable people they may encounter.

## Accepting Young People as Volunteers/Trainees/Long-term Guests

Under British law, we carry greater responsibility for caring for a volunteer, trainee or guest who has not yet reached the age of 18. Whilst it is usual practice to only accept adults as volunteers, trainees or unaccompanied guests, we recognise that on occasion you may wish to issue an invitation to a young person. The following guidelines are in place for such a situation:

1. All situations involving young people coming as unaccompanied volunteers or long term guests must be approved by the **National Safeguarding Advisory Team**. Trainees may be accepted for DTS at the discretion of the school leader if they will turn 18 during the course of their school; trainees younger than this may be accepted in exceptional situations with the approval of the **National Safeguarding Advisory Team**.
2. Before the young person is accepted, the **In Loco Parentis form** must be signed and returned by the parents/carers and a trusted staff member acting "*In Loco Parentis*" while the young person is with YWAM England.
3. The staff member agreeing act "*In Loco Parentis*" for the young person, will
  - a. Live on location with the young person (not necessarily in same dorm/flat, depending on age appropriateness)
  - b. Have a current **DBS Enhanced Disclosure** covering *Child Workforce*;
  - c. Assume responsibility for the young person's safety and well-being;
  - d. Establishing good two-way contact with the young person's parents/carers and with the young person;
  - e. Agree with the parents/carers on aspects of care such as education, work, boundaries, etc.
4. Before the young person is accepted, a risk assessment must be done in terms of *Safeguarding and Health and Safety*.
5. Upon arrival of the young person, the "*In Loco Parentis*" staff member should
  - a. Help the young person adjust to his/her new surroundings, introduce them to other YWAMers, etc.;
  - b. Establish a good relationship with them;
  - c. Continue good communication with parents/carers;
  - d. Liaise with the young person's work/course leader regarding expectations, work load, hours, etc. (e.g. a younger person may require more breaks, shorter hours, more help.)
6. A one-month trial is highly recommended, after which the young person, *In Loco Parentis* staff member, and parents/carers opinions are sought on whether the situation is working well.

## Legal Age Regulations in the UK

If a young person is not from the UK, guidance will need to be communicated with the parents/carers regarding certain legal age limits in the UK. If these limits differ from their home situation, guidance may be needed (in communication with parents/carers) to help the young person make wise decisions.

*According to legislation, a young person (anyone under 18) must be in full or part time education until the age of 18. This means that young people are required to participate in education or training through either:*

- *full-time education or training, including school, college and home education;*
- *work-based learning, such as an Apprenticeship, or*
- *part-time education or training or **volunteering more than 20 hours a week.***

### **AT THE AGE OF 16, A YOUNG PERSON CAN LEGALLY:**

- Buy and drink beer or alcoholic cider to have with a meal in a pub, restaurant or hotel;
- Buy liqueur chocolates;
- Register as a blood donor (but not able to donate until age 17);
- Buy cigarettes and tobacco;
- Leave home without consent of parents/carers;
- Choose their own doctor and consent to medical or dental treatment;
- Apply for a passport with consent of parents/carers;
- Consent to sexual intercourse with another person over the age of 16;

### **AT THE AGE OF 17, A YOUNG PERSON CAN LEGALLY:**

- Have a licence to drive a car, small goods vehicle or tractor on a public road (but NOT drive a YWAM vehicle due to insurance; most rental agencies require a person to be over 25);
- Donate blood without consent from parents/carers;
- Be interviewed by the police without an appropriate adult present

### **AT THE AGE OF 18:**

- The person legally become an adult and all legal activities are permissible.