



ATTACH-Manchester

Safer Recruitment Policy

The purpose and scope of this policy statement

ATTACH-Manchester is committed to promoting and safeguarding the welfare of children and young people and expects all staff to share this commitment. The organisation recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to safeguarding and child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

Statement of intent

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

Statutory requirements

There are statutory requirements for the appointment of some staff in schools. Although ATTACH-Manchester is not a school, these requirements must be met.

Identification of recruitment

ATTACH-Manchester will involve at least one recruiter who has successfully received training in safer recruitment procedures.

Inviting applications

Due to the specialist nature of the organisation, candidates may be approached to apply for a position. These candidates will be subject to the same process as candidates identified from a job advert.

Candidates who are engaged as self-employed contractors will be subject to the same checks as candidates identified from a job advert.

Advertisements for posts – whether in newspapers, journals or online – will include the statement:

ATTACH-Manchester is committed to the safeguarding of all children, through its policies, practice and monitoring procedures. Any applicant wishing to work around children can expect to have an Enhanced DBS Check.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- ATTACH-Manchester Safeguarding Policy
- ATTACH-Manchester Safer Recruitment Policy (this document)
- The selection procedure for the post
- An application form

All applicants for employment will be required to complete an application form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number.
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying.
- A declaration of any existing contacts at ATTACH-Manchester.
- Details of referees.

Shortlisting and references

Shortlisting of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- The candidate's suitability for the post

ATTACH-Manchester staff are entitled to see and receive, if requested, copies of their employment references.

References must cover a minimum period of five years prior to the candidate's application.

The selection process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates.

Interviews will always be face to face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters

- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

ATTACH-Manchester, as the employer, will always be required:

- To confirm the outcome of the interview to the applicant within one week
- To give detailed feedback on the interview if requested by the applicant

Employment checks

All successful applicants are required:

- To provide proof of identity
- To complete an ethnic monitoring form
- To provide actual certificates of qualifications
- To provide proof of eligibility to live and work in the UK

If successful, a Work Health Assessment only needs to be completed if the person has a disability and reasonable adjustments are required.

DBS check

It is anticipated that all regular positions will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS check.

Where a post is eligible, a check against the barred list will be undertaken, either within the enhanced DBS disclosure or separately. Until ATTACH-Manchester has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

The disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proof of ID. In accordance with DBS guidance, ATTACH-Manchester will ask the candidate to sign a statement to say that they give ATTACH-Manchester permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

Induction and probation

All staff who are new to ATTACH-Manchester will receive induction training that will include the organisation's safeguarding policies and guidance on safe working practices.

All new staff will be subject to a six-month probation period as detailed in the probation policy, which will provide a formal framework for ensuring that the standards of performance set by ATTACH-Manchester are fully communicated.

The new employee will be fully integrated into the organisation and have the skills required to carry out the role safely and effectively.

Director and supervising manager

Justine Giuffra

justine@attach-manchester.co.uk

Director and supervising manager

Lisa Williams

lisa@attach-manchester.co.uk

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