



Safeguarding Recruitment Applicant Information⁽¹⁾

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

Safeguarding Children And Young People

Powys County Council shares a commitment to safeguard and promote the welfare of children, young people and vulnerable adults. The commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst the workforce. The post you are applying for involves working with children, young people and/or vulnerable adults and you will be subject to Powys County Council safer recruitment process.

Pre- Employment Vetting

As part of its safer recruitment and selection process, Powys County Council operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (i.e. work with children, young people and/or vulnerable adults) exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks amongst others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal if you have convictions, either spent or unspent in your application.

Criminal Records Bureau Disclosure (CRB) and Children and/or Adults Barred lists check

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced CRB Disclosure; this will include a check against the barred lists for children and/or adults where appropriate. Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original (plus one copy for our records) certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original (plus one copy for our records) certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Powys County Council will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. If your last employer was not one in a care setting one reference must be from your latest post in a care setting.

If the post you are applying for is in a residential setting you must provide three referees, one of which must be your most recent employer. If your last employer was not one in a care setting one reference must be from your latest post in a care setting.

If the post you are applying for is in the Domiciliary Care Service you must provide two referees. If you have moved employers in a care setting over the last 5 years you must provide every employer's details as a referee. If your last employer was not one in a care setting one reference must be from your latest post in a care setting.

If you have only undertaken voluntary work with children, young people and/or vulnerable adults you should use the voluntary organisation as a referee.

If you have not previously worked with either children, young people and/or vulnerable adults you must provide a character reference from someone who is able to confirm your suitability to work with children, young people and/or vulnerable adults. This would normally be someone in authority e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Powys County Council will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted. In all cases, Powys County Council will contact the referee following the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Powys County Council has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK. Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the 8 Accession States must be registered with the Accession State Workers Registration Scheme. Further information about the scheme can be obtained from www.workingintheuk.gov.uk or by telephoning 08705 210 224.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of the Powys County Council's medical assessment procedure.

Important Notice To All Applicants

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

(1) **Ref: Powys County Council - Safeguarding Recruitment Applicant Information – October 2011**