

Reference Process for Safeguarding Posts

Recruiting Manager will do:	HR will do:
<p>Prior to interview</p> <p>Review shortlisted application forms:</p> <ul style="list-style-type: none"> ✓ check current and previous employment history ✓ identify any gaps in employment history <p>Why do I need to do this?</p> <ul style="list-style-type: none"> • Highlight any discrepancies • Ensure referee(s) provided corresponds with the employment history <p>Any anomalies must be recorded in order to discuss and clarify at interview.</p> <p>How many references?</p> <p>External candidates - two references Internal candidates – one reference</p> <p>As this is a Safeguarding post:</p> <ul style="list-style-type: none"> ✓ Additional references may be required if the candidate is not currently working in a ‘safeguarding’ role but has done in the past ✓ A reference will be sought from the most recent previous employer where the candidate worked with children, young people and/or adults at risk <p>Can anyone act as referee?</p> <p>No, referees must be:</p> <ul style="list-style-type: none"> ✓ Applicants current employer/line manager ✓ Applicants most recent previous employer/line manager <p>If incorrect referee details have been provided you will need to ask the applicant for the correct information at interview</p> <p>What happens if the applicant has never been employed?</p> <p>The following referees are acceptable:</p> <ul style="list-style-type: none"> ✓ Applicants teacher/college tutor ✓ Known to Applicant in a professional capacity (for example GP Solicitor / Volunteer / Community Group Leader etc.) 	<p>Provide advice as required</p>

<p>At the Interview</p> <ul style="list-style-type: none"> ✓ Check and confirm referee details provided on application are still current ✓ Record any changes to referee contact details ✓ Additional referee contact details may be required – this information will need to be recorded ✓ Advise applicants of referencing process – references will be sought for the preferred candidate prior to any offer of employment being made <p>Applicants consent is required for additional referee details</p>	<ul style="list-style-type: none"> ✓ HR will request this consent
<p>After the Interview</p> <ul style="list-style-type: none"> ✓ Interview panel will reach a decision regarding the preferred candidate ✓ Notify the preferred candidate verbally that references will now be requested ✓ Notify HR of the Preferred candidate(s) by email ✓ Notify HR of any changes/additions to the referee contact details ✓ Panel will adjourn until references have been sought and scrutinised ✓ Ensure your reasons for selection or non-selection are properly recorded so that you can give feedback if requested <p>Be CAREFUL about the language you use – you are 'recommending the appointment' of the candidate at this stage.</p> <p>You CANNOT offer the post as you will need to review the references once received – there may be reasons that may prevent you from offering the post to the preferred candidate.</p> <p>DO NOT inform the unsuccessful candidates at this stage</p> <p>Why?</p> <ul style="list-style-type: none"> ✓ The panel will need to reconvene and confirm final decision ✓ Preferred candidate will need to accept the formal offer ✓ If the preferred candidate declines the offer the Panel will need to revisit candidates that were deemed suitable (2nd choice) from the interview 	<p>HR will now:</p> <ul style="list-style-type: none"> ✓ Confirm referees provided are appropriate and relevant, if not we will contact you to discuss ✓ Seek consent from preferred candidate to approach any additional referees ✓ Follow up any outstanding references ✓ Forward references once received to Recruiting Manager ✓ If any concerns are highlighted in references your HR Team will be copied in on email sent to Recruiting Manager for point of contact to provide support and guidance

Reference Evaluation (Panel/Recruiting Manager)

Who evaluates?

The panel may decide to re-convene (can be virtual via skype etc) or give the Recruitment Manager the authority to evaluate references and only bring the panel together if there are concerns with the references.

Evaluation process:

- ✓ Ensure all parts have been completed and to an adequate standard
- ✓ Clarify any discrepancies or anomalies
- ✓ Check facts; current/previous jobs held and supporting information

A telephone validation check **MUST** be carried out for **all** references received, in order to confirm authenticity

RECORD all comments and information obtained on the 'Telephone Validation Form' (link)

Telephone validation – points to remember

- ✓ Speak to the most appropriate referee/person in the organisation e.g. candidates line manager
- ✓ Ask factual questions only (using the reference proforma)
- ✓ Understand that you may only be give limited information

So what next?

Recruiting Manager or Panel to reconvene (can be virtual via skype etc) to

- ✓ Review and evaluate all references received including the telephone validation form
- ✓ Make a final decision on preferred candidate

If not satisfied with references contact HR for further advice/guidance.

Contact successful candidate

You can now contact the preferred candidate to provisionally offer the position, you will need to discuss the following:

- ✓ appointment is subject to completion of pre-employment checks i.e. DBS/health clearance etc

<ul style="list-style-type: none"> ✓ starting salary (usually the minimum point of the scale)and any specific terms e.g. full-time/temporary/location/welsh language learning agreement (if applicable) etc ✓ confirmation of verbal acceptance ✓ timescales for starting in post will be dependent on pre-employment checks/notice periods etc 	<p>Provide advice regarding starting salary should you or the successful candidate wish to appoint on a higher salary than the minimum point of the scale</p>
<p>Contact HR</p> <p>To advise that the preferred candidate is now the successful candidate, please forward the following:</p> <ul style="list-style-type: none"> ✓ Interview Outcome Sheet (link) – this form must contain any specific terms and conditions relevant to the post to proceed with formal offer ✓ Telephone Reference Validation Form ✓ Right To Work documentation (external candidate(s) only) ✓ Disclosure Barring Service documentation ✓ copies of qualification certificates/registration documents ✓ Welsh language skill assessment result if required 	<ul style="list-style-type: none"> ✓ Notify unsuccessful candidates ✓ Issue provisional offer of employment to successful candidate ✓ Commence pre-employment checks i.e. Disclosure Barring Service and health check (if required) <p>Once all pre-employment checks (i.e. references/acceptance/bank details) are complete and satisfactory HR will notify Recruiting Manager to contact successful candidate to arrange start date.</p>
<p>So what's next</p> <ul style="list-style-type: none"> ✓ Forward the commencement form on to the HR Support Team 	