



## Safer Recruitment Policy

### Purpose

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to make sure CENTURY Tech staff are suitable to work with children and vulnerable adults. It is a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

CENTURY is committed to:

- attracting the best possible applicants to vacancies
- ensuring compliance with all relevant recommendations and statutory legislation
- identifying and rejecting applicants who are unsuitable to work with children and vulnerable adults
- responding to concerns about the suitability of employees once they have begun their role and throughout employment
- ensuring all new staff participate in an induction, which includes child protection

**We're hiring as a team, for the team.**

Need to be on  
the same page

Keeping the standard high

## Recruitment Procedures

### Advertising the role

Any advertisement, no matter the media, will include the statement:

CENTURY Tech is committed to [safeguarding](#) and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check and provide two references. Details of our recruitment process can be found on our website:

[century.tech/safer-recruitment-policy](http://century.tech/safer-recruitment-policy)

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

- Job Description
- Safeguarding Policy Statement
- Safer Recruitment Policy



Applicants are to provide the details of, at least, two referees as part of their application and vetting checks, one of which must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend.

### Selecting applicants for interview

Our Recruitment team will carefully plan our recruitment/interview timeline so as to ensure that we have enough time to suitably assess each candidate. Each application will be assessed according to how well it meets the criteria set out in the job description.

### Interview

Candidates will be treated equally with equivalent interview segments relating to the job description. There will be, at least, one team-specific interview segment and a cultural segment.

Questions will relate to items in the job description and enable the exploration of the candidate's suitability to work at CENTURY, their attitude and their motivations for applying for the role.

Notes will be made throughout the process and will be collated and used to select candidates.

### Checking identity

Even if the role is not permanent, a right to work check following the [Home Office's published guidance on right to work checks](#) will be carried out.

### Verifying references

CENTURY will ensure that informed decisions about an applicant's suitability to work can be made. During this process, the information provided in the reference will be cross-checked with the information provided by the candidate during the application process.

Referees should be asked about the candidate's suitability and ability to work with children and vulnerable adults. Any discrepancies, concerns, or vague statements will be investigated further.

### Making an offer

Following *Fair Chance Recruitment* principles, the preferred candidate will be asked to respond to a self-disclosure email to ensure they are legally suitable for the role.

When contacting the successful candidate, it will be made clear that the offer is still subject to satisfactory completion of all the vetting processes.

### Vetting, disclosure and barring checks

The Disclosure and Barring Service (DBS) helps employers in England and Wales make safer recruitment decisions. Enhanced DBS checks are undertaken as covered by the Police Act 1997

or Police Act 1997 (Criminal Records) regulations (access to enhanced DBS certificates)<sup>1</sup>. This provides information about police convictions, cautions, reprimands and warnings; information about whether the person has been barred from working with children; and any other relevant information.

In England, Northern Ireland and Wales, if someone is carrying out "regulated activity" they need to undergo an "enhanced with barred list check". The work conducted by CENTURY Tech employees is classified as a "regulated activity":

*Individuals who monitor the content of internet-based services aimed wholly or mainly for use by children on more than 3 days in a 30 day period. They must also:*

- *be able to access and remove content or prevent it from being published*
- *control who uses the service*
- *have contact with the children using the service*
- *Full Legislative Wording<sup>2</sup>*

An employer or manager is breaking the law if they knowingly employ someone in a regulated activity with a group from which they are barred from working.

A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.

CENTURY Tech has a legal duty to refer an individual to DBS when they believe a person has caused harm or poses a future risk of harm to vulnerable groups, including children.

---

<sup>1</sup> *The Police Act 1997 (Criminal Records) (Amendment No. 2) Regulations 2013*  
*"Definition of "work with children"*

*5C. For the purposes of regulation 5A(a) "work with children" means—*

- A. considering the applicant's suitability to engage in any activity which is a regulated activity relating to children within the meaning of Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006(11) as it had effect immediately before the coming into force of section 64 of the Protection of Freedoms Act 2012(12);*
- B. considering the applicant's suitability to engage in any activity which is a regulated activity relating to children within the meaning of Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006;*

<sup>2</sup> *Wording from the Safeguarding Vulnerable Groups Act 2006 Schedule 4 Part 1 paragraph 2*

- *(1)(e) moderating a public electronic interactive communication service which is likely to be used wholly or mainly by children;*
- *(4) for the purposes of sub-paragraph (1)(e) a person moderates a public electronic interactive communication service if, for the purpose of protecting children, he has any function relating to –*
  - a. monitoring the content of matter which forms any part of the service,*
  - b. removing matter from, or preventing the addition of matter to, the service, or*
  - c. controlling access to, or use of, the service.*
- *(5) but a person does not moderate a public electronic interactive communications service as mentioned in sub-paragraph (4)(b) or (c) unless he has –*
  - a. access to the content of the matter*
  - b. contact with users of the service*



If a candidate has been resident overseas for three months or more over the past five years, the candidate's criminal record will be checked in that country according to [Home Office guidance](#). Any documents not in English should be accompanied by a certified translation.

### Post appointment

An induction training programme will be provided for all employees. The purpose of this training is to support individuals in a way that is appropriate for their role. It will include:

- Provide training and information about the organisation's safeguarding and child protection policies and procedures.
- Confirm the conduct expected of staff
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities

CENTURY are committed continually maintaining a safer culture by:

- Clearly outlining the standards of behaviour and the boundaries of appropriate behaviour expected of staff
- Appropriate induction and safeguarding training
- Regular briefing and discussion of relevant issues
- Effective supervision and staff appraisal processes
- Clear reporting system if a user, member of staff or other person has concerns about the safety of children or the conduct of other employees

Last updated: 12th May 2023

Next review: May 2024

Signed: 

Name: Rahul Bakrania

