

## **Safer Recruitment through Better Recruitment**

A summary of the Guidance in Relation to staff working in social care and social work settings

*“Working with vulnerable people in our society can bring great rewards, both to the service user and to those people providing the service. It also places a great responsibility on employers to ensure that the people providing these vital services are suited to the task.”*

Robert Brown MSP

### **Towards continuous improvement in safer recruitment practice...**

“Safer Recruitment through Better Recruitment: Guidance in relation to staff working in social care and social work settings” was published by the Scottish Executive in March 2007.

The guidance, although not compulsory, provides a useful tool for employers to help develop their existing recruitment policies and protect service users from unsuitable workers.

The guidance contains two levels:

- **Foundation Level** aims to help **meet existing requirements** through checking criminal records, checks with previous employers, seeking reliable references, checking relevant registers and indexes
- **Higher Level** provides a **model of good practice** to assist employers to achieve continuous improvement in their recruitment practice through developing more rigorous recruitment and selection procedures, such as competency based job descriptions, panel interviews, service user involvement or assessment centre style selection.

### **Who is the guidance for?**

The Safer Recruitment Guidance is relevant to all employers in the social care and social work sectors. In order to meet existing regulatory requirements, all employers should aim to achieve the Foundation Level within the Guidance. Working towards the Higher Level will help employers be as assured as they can be that they have recruitment and selection procedures in place which will more effectively help to deter, reject and identify people who might abuse vulnerable people or where otherwise unsuitable to work with them.

## **What are the existing requirements for safer recruitment?**

The existing requirements for safer recruitment can be found in the:

- Scottish Social Services Council Code of Practice for Employers
- National Care Standards
- Duties arising from the Protection of Vulnerable Groups (Scotland) Bill (which repeals previous duties of the Protection of Children (Scotland) Act 2003)

## **What will the Safer Recruitment Guidance help us achieve?**

The outcomes of improved Safer Recruitment practice are as follows:

- Legal & regulatory requirements are met
- Potential applicants are aware of the employer's commitment to the welfare of vulnerable people
- Employers are satisfied that each candidate has demonstrated their suitability for the specific post
- Employers are satisfied as far as possible at each stage of recruitment and selection that the candidate is safe to practice
- Employers are satisfied at each stage of the recruitment and selection process that the best candidate(s) have been selected to progress to the next stage
- Employers are satisfied of the candidate's identity, qualifications and registration status

These outcomes may also be used as guiding principles in designing a recruitment and selection process.

## **Download the Guidance**

The Guidance is available to download from the Workforce Unit's Website:

[www.ccpscotland.org/workforceunit](http://www.ccpscotland.org/workforceunit)

Printed copies are available from Blackwell's Bookshop  
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