

# Safeguarding Co-ordinators

Woodbrooke November 2012



## **Safer recruitment thoughts:**

- 1 Currently, what does the local/area meeting know about any conviction?
- 2 A new applicant will need supervision until they have official notification of their clearance to work with children.
- 3 Remember that volunteers are also deemed to be workers (employees) within the criminal records checks system
- 4 Ask the applicant to state if they are barred from working with Children or Vulnerable Adults as part of the application process.
- 5 Ask the applicant to declare what might be found on the criminal records check certificate
- 6 Don't let anyone start to work until the process is completed.
- 7 Tell the trustees that confidential declarations need to be obtained.
- 8 The difference between nominations considering possible names and the process for checking for suitability for doing a post.
- 9 Anyone who applies for a criminal records check disclosure should show the disclosure to the appointing body.
- 10 When a criminal records check renewal is requested, is an opportunity given to divulge confidential information? Particularly when it is new information.
- 11 What about new information that arises between criminal records check applications? What opportunity is there to share it?
- 12 Are volunteers and employees given a regular (ideally annual) opportunity to declare any new information