



Guidance on Safer Recruitment

Issued by the Safeguarding Adults Board
and the Falkland Islands Safeguarding
Children Board to assist all organisations
who employ staff (whether paid or as
volunteers) to work with children, young
people or adults at risk.

For Organisations

Falkland Islands Safeguarding
Children and Adults Boards

Approved September 2025
Review Date September 2027

Safer Recruitment Guidance

1. Introduction

Safer recruitment plays a vital role in protecting children, young people, and adults at risk. Every organisation that hires staff or volunteers to work with these groups has a responsibility to:

- Safeguard their welfare
- Use safe and consistent recruitment practices

This guidance is based on current laws, policies, and best practices. It aims to help organisations apply consistent standards, regardless of sector (voluntary, private, government, faith-based, etc.).

Larger organisations should involve HR or relevant advisors to ensure these principles are embedded in their recruitment processes.

Key Terms

- **Children:** Anyone under 18 years old
- **Adults at risk:** Anyone 18+ who:
 - Has care and support needs
 - Is at risk of abuse or neglect
 - Cannot protect themselves as a result of those needs
- **Staff or Volunteers:** Any adult working (paid or unpaid) with children or adults at risk

2. Scope

This guidance applies to anyone working with children, young people, or adults at risk — whether paid, temporary, agency, or volunteer — including those without direct responsibility but who have access to them or sensitive information (e.g., admin staff, caretakers).

It also applies to contractors and agencies providing services. Contracts and service agreements must clearly include safeguarding expectations and be regularly reviewed.

3. Policy Statement

“Safeguarding is Everyone’s Business.”

The Safeguarding Children and Young People Child Protection Procedures 2023 states the ‘Recruitment and selection procedures should be rigorous and create a high threshold of entry to deter people who are motivated to abuse children.’

The Safeguarding Adult Guidance highlights that organisational abuse is most likely to occur in organisations where there are poor recruitment practices, there is a failure of leadership or management / frequent changes of management and where staff are poorly supervised and poorly supported in their work. The Safeguarding Adults Policy states that every organisation should have a clear safeguarding policy that:

- Demonstrates commitment to protecting children and adults at risk
- Ensures safe recruitment practices are in place
- Is followed by all staff and volunteers

4. Safer Recruitment Practices

Effective recruitment considers safeguarding at every stage:

Key Principles:

1. **Deter** unsuitable applicants
2. **Reject** unsuitable candidates through rigorous checks
3. **Prevent** opportunities for abuse once appointed
4. **Detect and respond** to concerns after appointment

4.1 Planning and Advertising

- Clearly state safeguarding commitments in job adverts, applications, and your website
- Include:
 - Role duties
 - Level of contact with vulnerable individuals
 - Safeguarding responsibilities
 - Police check requirements

4.2 Job Description

- Ensure it aligns with safer recruitment principles

- Specifically detail safeguarding responsibilities
 - Review whenever the role becomes vacant or is newly created
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4.3 Person Specification

Include:

- Required qualifications and experience
 - Key skills for working safely with vulnerable people
 - Personal qualities suited to the role
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4.4 Candidate Information Pack

Should include:

- Application form and guidance
 - Job description and person specification
 - Info about the organisation and recruitment process
 - Note that ID and police checks are required
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4.5 Application Form

Do NOT accept CVs in place of a completed application form.

Form must include:

- Full work and education history (with gaps explained)
 - Personal details (past names, addresses)
 - At least two referees (one must be current/recent line manager; no friends/family)
 - Statement on suitability for the role
 - Disclosure of past criminal convictions (post is exempt from the Rehabilitation of Offenders provision)
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4.6 Shortlisting

- Done by the same panel who will interview
 - At least one panel member should have safer recruitment training
 - Look for:
 - Inconsistencies or gaps
 - Unexplained job changes
 - Incomplete forms (should not be accepted)
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4.7 References

- Must come from current/recent line managers
 - Should be obtained directly (not provided by candidate)
 - Must address:
 - Working relationship and suitability of the applicant to work with children and/or adults at risk
 - Safeguarding concerns or disciplinary history
 - Concerns or allegations and outcomes
 - Referees must confirm the accuracy and relevance of the information
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4.8 Interviews

- Evaluate skills and safeguarding awareness
- Confirm identity and qualifications with original documents
- Ask about:
 - Motivation to work with vulnerable groups
 - Relevant experience
 - Gaps in employment or frequent moves

Look for red flags:

- Poor understanding of professional boundaries
 - Inappropriate views or attitudes toward children or adults at risk
 - Weak understanding of safeguarding
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4.9 Interview Panel

- At least two people
 - One observes/takes notes while the other leads
 - Should explore suitability in depth, including safeguarding scenarios and boundaries
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4.10 Involving Service Users

Consider involving children, young people, or adults at risk in recruitment for key roles. If so:

- Clearly explain their role
- Provide training/support
- Offer feedback afterward

4.11 Conditional Offer & Pre-Appointment Checks

Offer is **conditional on**:

- Two satisfactory references
- Identity verification
- Local or overseas police checks (if applicable)

Any concerns, false information, or criminal records should be reported to police or immigration if necessary.

4.12 Police/Criminal Record Checks

Assess only convictions relevant to the post. Consider:

- Nature of offence and role
- Age at time of offence
- Frequency

Document decisions in a **risk assessment**.

For overseas applicants:

- Request criminal record certificates from each country lived in for 6+ months in past 10 years
- Request an **International Child Protection Certificate** for those who have worked/lived overseas

Where criminal record checks can't be successfully or reliably achieved a risk assessment should be completed

For applicants who have lived in the UK checks can be requested via www.acro.police.uk/s/acro-services/police

4.13 Agency or Sessional Staff

- Get written confirmation that all required checks have been completed
 - Agency is responsible for keeping records and ensuring staff suitability
 - Applies to sessional workers and volunteers
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4.14 Staff Records

Keep a record for each employee showing:

- References received and followed up with a phone call if there are concerns
- Gaps checked
- Police/ACRO checks with reference number
- Qualifications and proof of identity
- Risk assessments (if needed)
- Right to work in Falkland Islands
- Interview notes

Records must be signed and dated by the recruiting manager or HR.

5. Induction

All staff and volunteers **must** complete an induction covering:

- Safeguarding policies and procedures
- Relevant training for their role
- Expectations for behaviour and conduct
- Procedures for raising concerns (e.g., whistleblowing)

Provide:

- Names/responsibilities of safeguarding leads
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6. Maintaining a Safer Culture

6.1 What is a 'Safer Culture?'

'Safer cultures' refer to organisational or group environments where safeguarding and safety are prioritized, characterized by shared values, open communication, a commitment to preventing harm, and a culture of continuous improvement. Key aspects include empowerment for individuals to raise concerns without fear, effective governance and policies, visible leadership commitment, and learning from incidents to foster a resilient environment where safety is a shared responsibility and the preferred choice.

6.2 Monitoring

Review recruitment and induction regularly:

- Staff turnover and exit reasons
- Feedback from exit interviews
- Attendance at safeguarding training

7. Training

- Everyone involved in recruitment should complete safer recruitment training
- At least one trained person should be on every interview panel
- Departments should track staff completion of required training

8. Safer Recruitment Summary Checklist

- Clear role descriptions
- Advertising with safeguarding statements
- Application forms, not just CVs
- Interview or informal conversation
- Two references checked
- Criminal records check (where needed)
- Induction and training
- Ongoing monitoring and record keeping