

Safer Recruitment

AIMS

To understand the policies and checks required to ensure that the recruitment process has the safety of vulnerable people as a priority

LEARNING OUTCOMES

By the end of this course you will:

- Recognise the importance of Safer Recruitment
- Understand how to complete the selection process
- Know effective interviewing techniques
- Be aware how to obtain references and conduct the post-interview process
- Know the checks that need to take place before appointment
- Understand the importance of induction

LESSONS AND TOPICS

Preparing to Recruit

- Job Description
- Person Specification
- Getting the Right Applicants

The Selection Process

- Advertising
- Short Listing
- Avoiding Discrimination

The Interview

- Conducting an Interview
- Questioning
- Practical Tasks

After the Interview

- Types of References
- Contacting Referees
- Making an Offer

Pre-Appointment

- DBS Checks
- Health Checks
- Working Legally in the UK

Starting Employment

- Health & Safety
- Probation
- Supervision
- Induction

