



## **DPN RECRUITMENT POLICY**

Version	2025 January Final (v2025_01f)
Last Reviewed	January 2025
Reviewer	Janus Howard
Next Review Date	January 2026

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# 1. INTRODUCTION

This policy sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies by advertising as widely as possible
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

All Board Members and interview panel members must have been briefed on this policy before selecting applicants for interview or interviewing.

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# 2. INVITING APPLICATIONS

2.1 All recruitment advertisements will include the statement:

“DPN is committed to safeguarding children, young people, and vulnerable adults. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service disclosure.”

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

- Job description and person specification;

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- DPN Safeguarding Policy,
- DPN Safer Recruitment Policy,
- Application form.

2.3 All prospective applicants must complete, in full, an application form.

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## **3. SHORT LISTING AND REFERENCES**

3.1 Short-listing of candidates will be against the person specification for the post.

3.2 At least two confidential references will be taken up before the selection stage, so that any discrepancies can be probed before the selection stage (more if under 3 years).

3.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

3.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

3.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

3.6 DPN employees are entitled to see and receive, if requested, copies of their employment references.

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## 4. THE SELECTION PROCESS

4.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

4.2 Interviews will always be held either face-to-face or remotely.

4.3 All job descriptions and person specifications will have reference to safeguarding.

4.4 Safeguarding questions will be prepared by the Managing Director and must be asked at interview to identify how aware applicants are and to set the agenda for their future training if they are selected.

4.5 Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- Declare any information that is likely to appear on a DBS disclosure;
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

4.6 DPN will always:

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- Confirm the outcome of the interview to the applicant within two weeks
- Give detailed feedback on the interview if requested by the applicant

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## 5. EMPLOYMENT CHECKS

5.1 All successful applicants are required to

- Provide proof of identity – i.e passport/driving licence and utility bill dated in the last 3 months
- Complete an enhanced DBS disclosure application and receive satisfactory clearance. DPN Office Manager arranges this via [www.civilandcorporate.co.uk](http://www.civilandcorporate.co.uk).
- Provide evidence of their qualifications
- Provide proof of eligibility to live and work in the UK

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## 6. INDUCTION AND PROBATION

6.1 At Induction the Managing Director will remind employees of their responsibilities regarding safeguarding.

6.2 All staff who are new to DPN will receive an Induction that includes the company's policies and guidance on safe working practices.

6.3 All new staff will be subject to a 6 month probation period which will provide a formal framework for ensuring that the standards of performance set by DPN are fully communicated. Checks will also be put in place during the probationary period to ensure safeguarding has been covered.

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