

Safeguarding Policy Annex 6 Safer Recruitment

Manager completes RfP & LTG
Business Case document – sent to
J Dodson for checking and
addition of a Reference No.
before forwarding to D Martin
for 1st approval



D Martin approves and sends RfP & LTG Business Case to Recruiter



Recruiter uploads to Taleo and obtains Final LTG approval



If applicable, once approved, Recruiter to obtain D Martin approval for external advertising costs



Recruiter to submit shortlisted Application Forms to Hiring Manager



If applicant has a current DBS Certificate they submit a copy via the Recruiter for GPSTL compliance checks via J Dodson

Recruiter issues the Application Form nd upon return, carries out telephone screen – 1st stage interview and conducts social media search



Any CVs received directly by Hiring Manager to forward to Recruiter to screen so all applicants go through same recruitment process



Recruiter to advertise & source/headhunt CVs



Hiring Manager to review
Telephone Screening Form,
qualifications, experience and
gaps in employment and feeds
back to Recruiter re those
selected, with interview dates and
times



Recruiter to arrange 2nd stage interview and if no DBS Cert held, will send self-disclosure form for return prior to interview.

The DBS application is done at interview if considering moving to offer stage



Hiring Manager to provide feedback to Recruiter so all references can be sought for those successful



Recruiter to reject unsuccessfu candidates



Receipt of DBS confirmed and references uploaded onto Taleo, and a start date is agreed.

Recruitment inform HR and full offer and contract is issued along with onboarding.



HR Issues the offer letter subject to DBS & References.



Once approved, Recruiter to verbally offer candidate, subject to satisfactory references and vetting/DBS and send details through to HR to draft the offer/contract.



Recruiter to obtain offer details via email and process on Taleo and send for relevant approvals

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