



Safer Recruitment

This course equips learners with the knowledge and skills to carry out safer recruitment practices that protect vulnerable adults. You will explore why strict recruitment processes are vital for safeguarding, and learn how to create effective applicant packs with clear job descriptions and safeguarding statements. The course covers the principles of shortlisting candidates, requesting and checking references, and interviewing applicants fairly and safely. You will also gain an understanding of pre-appointment checks, including DBS processes and recent changes to criminal record disclosure that affect vetting.

Learners will practise how to risk assess applicants or staff with criminal records or serious allegations, ensuring decisions are made with safeguarding in mind. The course also highlights the importance of thorough induction processes and explains what information can and cannot be shared in references or with organisations such as the DBS.

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Course Content

Module 1: Introduction to Safer Recruitment

Understand why strict recruitment practices are essential for safeguarding vulnerable adults and protecting your organisation.

Module 2: Preparing for Recruitment

Learn how to create effective applicant packs, including job descriptions and safeguarding statements, to attract suitable candidates.

Module 3: Shortlisting and Interviewing

Explore principles of shortlisting candidates and conducting interviews that are fair, structured, and focused on safeguarding.

Module 4: References and Pre-Appointment Checks

Gain skills in requesting and verifying references, conducting DBS checks, and understanding recent changes to criminal record disclosure.

Module 5: Risk Assessment and Decision Making

Learn how to assess risks when hiring applicants or existing staff with criminal records or serious allegations while maintaining safe recruitment standards.

Module 6: Induction and Information Sharing

Understand the importance of thorough staff induction and what can legally and safely be shared in references or with DBS and other organisations.

Learning Outcomes

- Understand the importance of having strict safer recruitment practices in place to safeguard vulnerable adults.
- Create an effective applicant information pack, including a job description and safeguarding statement.
- Understand the principles behind shortlisting candidates.
- Demonstrate how to request a reference
- Understand the principles of interviewing applicants
- Understand what is involved in the pre-appointment checks, including DBS checks and key changes to criminal record disclosure that impacts vetting and information gathering process
- Understand the importance of a thorough staff induction process
- understand how to risk assess applicants / existing staff with criminal records or subject to serious allegations in the context of safe recruitment and safeguarding
- Take up effective references and conduct details to fulfil the legal requirements and safeguarding responsibilities
- Explain what can and can't be shared in a reference and conduct information to DBS and/or other organisations.