



**Jersey Hospice Care**

## Safer Recruitment Policy

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## 1 Introduction

It is paramount that recruitment and selection is completed to the highest standards to ensure the right person is selected for the right role at all times.

Jersey Hospice Care has a responsibility to safeguard vulnerable people who come into contact with the charity. All, children, young people and vulnerable adults deserve to live in a safe environment. Jersey Hospice Care is committed to safeguarding and promoting their welfare.

This Safer Recruitment policy sets out clear guidance in respect of Jersey Hospice Care's recruitment and selection process for employees who may work with and/or come into contact with people who are at risk. It is intended to help identify people who are unsuitable to work at Jersey Hospice Care and or with people at risk and set clear parameters for the rejection of any employment application.

## 2 Aims and scope

Jersey Hospice Care will endeavour that any recruitment will always aim to ensure the right person in the role whilst protecting those who are in our care. We commit any successful applicants will have the right experience and capabilities to complete the role to the highest standards. Full training will be provided to ensure we set them up for success.

The policy aims to:

- Provide a robust framework for all involved in recruitment which is in line with local legislation and the Jersey Care Commission standards;
- Clearly identify the responsibilities of all those involved in the recruitment process;
- Deter those who may be unsuitable to apply for roles where they may come into contact with vulnerable people;
- Ensure all candidates are treated fairly, consistently and in compliance with all relevant legislation;
- Ensure in sourcing and selecting the most talented and appropriate candidate for the vacancy; and
- Provide best practice guidance to safeguard people at risk, through robust and safe recruitment and selection processes within the accompanying standards and procedures.

## 3 Target audience

This policy applies to everyone who is employed by Jersey Hospice Care, and includes applicants, volunteers, work experience students, student placements and third-party contractors. All such parties are required to comply with this policy.

Breaches and disregard of this policy will be investigated and may be treated as a disciplinary offence and/or lead to termination of employment or any voluntary agreement. For third party contractors' enforcement of agreed contractual clauses will be actioned.

## **4 Roles and Responsibilities**

### **4.1 Council of Trustees**

The Council of Trustees holds overall responsibility for ensuring that Jersey Hospice Care has appropriate policies in place and is responsible for promoting a culture of equality and fairness with regards to recruitment.

### **4.2 Chief Executive**

The Chief Executive holds overall operational responsibility for the implementation of this policy, but day-to-day responsibility will be delegated to Hiring Managers and others involved in the recruitment and hiring process.

### **4.3 Director of People**

The Director of People has responsibility for ensuring this policy is in place and maintained in line with current legislation and best practice.

### **4.4 Hiring Managers**

Hiring Managers who are involved in the recruitment and hiring process are expected to demonstrate their understanding and commitment to this policy and must always abide to it.

Hiring Managers are required to complete and submit a People Approval Form to the People Team for appropriate review and sign off prior to advertising.

Executives or Senior Leadership Team Members who are responsible for any Recruiting Managers must ensure and constructively challenge selection decisions to ensure a robust process has been followed and ultimately the right person has been selected.

In exceptional circumstances, where a person working with people at risk, commences employment without all employment clearances being obtained a risk assessment will be completed by the People Team. In such circumstances the Manager will ensure that the employee is not allowed direct unsupervised contact with people at risk.

### **4.5 Job applicants, Volunteers and Existing Employees**

All must provide complete and truthful information on job application documentation, ensuring relevant information is not withheld.

They must support the employment clearance process by providing requested documentation in a timely manner. They must comply with the requirements to complete a renewal DBS after a three-year period as requested by Jersey Hospice Care.

They must ensure that that they disclose any cautions or convictions that are received during their employment with Jersey Hospice Care. This information should be disclosed to the employee's line Manager and or the People Team.

All those whether on a paid or volunteer basis who work for Jersey Hospice Care through a contract for services on an interim, locum, self-employed, zero hours, agency, work shadowing student and voluntary employees or any other basis have been and shall be subject to safe recruitment procedures and need to be compliant with this policy.

#### **4.6 Interview panel members**

All recruitment practices must adhere to this Policy and ideally at least one member of an interview panel is required to have undergone recruitment training.

A member of the People Team should be present in all interviews, unless more than one round of interviews is being facilitated, in which case they are required to be present in at least one of the interviews.

#### **4.7 People Team**

Authorisation is only provided in exceptional circumstances to commence a person working with people at risk without all employment clearances having first been obtained. In such circumstances, the People Team in conjunction with the relevant Executive Member and Director of People will complete a thorough risk assessment where a person working with people at risk.

The People Team are responsible for ensuring the competence of Managers involved in the recruitment process and for ensuring this policy is implemented effectively.

#### **4.8 Volunteer Manager**

The Volunteer Manager has responsibility for ensuring this policy is in place and maintained in line with current legislation and best practice for all volunteer recruitment and hires. The volunteer Manager is also responsible for undertaking and facilitating all required actions outlined within this policy for volunteers, rather than the People Team.

## **5 Policy**

This policy applies to the recruitment of all persons who may work and/or come into contact with people who are at risk. It is intended to apply to those persons who are recruited to carry out the types of work that may amount to regulated activity as currently defined by the UK Safeguarding Vulnerable Groups Act 2006. Although the 2006 Act does not apply in Jersey, it is relevant to determining the extent to which criminal records checks may be made and its provisions with respect to barring persons from work with people at risk may be extended to Jersey in the future. The need to safeguard vulnerable groups is currently covered within the Police Act 1997 (Criminal Records) (Jersey) Order 2010.

Under Regulation of Care (Jersey) Law 2014 In relation to children and young people (CYP), regulated activities include those that involve regular, unsupervised contact with CYP such as teaching, providing physical, emotional, spiritual or social care, play activity, guidance, childminding or foster care to them. They also include work more generally in establishments such as schools, children's homes or childcare premises.

Regulated activity relating to adults identifies activities which may lead to an adult being considered at risk at that particular time. It also includes the day-to-day management and/or supervision of those providing any form of care. Regulated activities include providing health care (whether as a professional or under supervision), personal care, social work or providing training or assistance with the conduct of a person's affairs or personal care skills. It also includes conveying adults because of their age, illness or disability to or from their place of residence and a place where they receive health care, personal care or social care and other potential roles that provide direct contact with individuals at risk.

## **6 Procedure**

### **6.1 Preparing for the Recruitment and Selection Process**

- It is essential to plan the recruitment exercise, identifying who should be involved, assigning responsibilities and setting aside time for the work needed at each stage so that sufficient time is available to cover safeguards.
- All vacancies shall be subject to review at Executive level ahead of any recruitment process to ensure that changing business needs or restructure of teams are reflected.
- Consideration should be given to all vacancies as to whether the role can be completed by a volunteer.
- Agreement by the Director of Finance will be required for release of any vacancy to ensure availability of funding for the post and the Director of People will authorise any job description or advert to be posted and the agreed salary.
- Job descriptions should clearly state all or any responsibility for contact with people at risk and the person specification should include criteria relating to safeguarding.
- Information about the organisations policies and procedures surrounding safeguarding should be available to all applicants.
- The inclusion of people at risk in the selection / assessment process should be encouraged.

### **6.2 Advertising**

- Job advertisements should include a statement on the employer's commitment to safeguarding and promoting the welfare of people at risk and state the need for the successful applicant to undertake a DBS clearance where applicable.

- The People Team will agree with the relevant Executive or Recruiting Manager and Director of People where the adverts will be placed, closing date and date for interview.
- **Internal advertising** shall take place for any post suitable as a development opportunity or where the specific or specialist knowledge and skill set required is known to exist within the Jersey Hospice Care workforce or in response to any agreed and documented pathway for succession planning.
- **Local advertising**, external to Jersey Hospice Care shall take place when the specific or specialist knowledge and skill set required does not exist within the Jersey Hospice Care workforce.
- **UK or International advertising** shall only take place for posts that are included within the license provided by the Government of Jersey Population Office.

### 6.3 The Application Form

- A Jersey Hospice Care application form must be completed and should never be substituted by a CV unless the role is being advertised internally only. Incomplete application forms will not be accepted and will be returned to the applicant for completion.
- It is important to scrutinise and compare application forms and references to ensure they are completed fully and properly, that the information provided is consistent and does not contain any discrepancies. Gaps in employment should also be identified and reasons for leaving explored and documented.
- Any discrepancies should be noted so that they can be clarified and can also form part of the consideration of whether to shortlist. Reasons for a history of repeated changes of employment without any clear career or salary progression, or move from a permanent post to agency, freelance or temporary work, also needs to be explored and confirmed.
- Applicants will be responsible for disclosure of anything that may affect their suitability to work with vulnerable people.
- If an applicant provides false information this could result in the application being rejected, job offer withdrawn or, face formal disciplinary procedures if they have already been appointed without the disclosure taking place.
- Non-disclosure depending on the nature of an act, omission or offence may be subject to a safeguarding referral, DBS or to a professional regulatory body.

### 6.4 Shortlisting

- The People Team will prepare a skills matrix for each application based on knowledge skills and experience of the applicant matched against the person specification.
- Shortlisting will commence as soon as is practically possible after the closing date.
- Shortlisted applications should ideally be given at least 7-10 days' notice of interview to arrange a suitable time to attend.



- Arrangements for alternative dates should be made with agreement of both applicant and Recruiting Manager/Interview Panel.
- The application form, CV and or letters from any unsuccessful applicants shall be kept on file for a period of six months after which they will be destroyed to comply with Jersey data protection legislation.

## 6.5 The Interview

- For some roles within Jersey Hospice Care and in some instances, invitations to interview may include a request to bring photo ID and original educational or professional qualification certificates.
- The selection process should always include a face-to-face interview with at least two people forming the interview panel. The interview should assess the merits of each candidate against the job requirements and should explore their suitability to work with people at risk. At least one panel member must have completed Recruitment training.
- The interview process will need to be planned by the People Team and the Recruiting Manager and may include a range of methods or assessment to inform the appointment decision making process.
- Interview questions need to be agreed and planned and incorporate probing questions to obtain all relevant information. Interview questions should be competence based and cover questions that test a candidate's attitudes, values and understanding of issues.
- In addition to assessing candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of people at risk.
- The candidate's identity and educational or professional qualification certificates need to be checked by the People Team during interview or prior to hire, where this is not possible at interview.

## 7 Vetting and Checking Guidance

### 7.1 Offer of Employment

Once the interview panel has made its decision about the preferred candidate, an offer of appointment to the successful candidate can be made. The offer will be conditional subject to the satisfactory completion of all pre-employment screening checks.

Employment and clearance checks are a necessary requirement of the recruitment and selection process in order to ensure effective safeguarding in recruitment.

#### All checks completed must be:

- Confirmed in writing;

- Documented and retained on the personal file (subject to any data protection restriction); and
- Followed up where they are unsatisfactory, or where there are discrepancies in the information provided.

For audit purposes, records will be kept by the People Team of recruitment and clearance checks undertaken to include dates and whether results were positive or satisfactory but not to include any specific details of offences.

## 7.2 Identity Checks

It is important to be sure that the person is who he or she claims to be. Identity checks must be completed for all positions working with people at risk.

For workers provided by a third party, identity checks must be completed to include photographic identity check and obtaining evidence of address.

Identifying concerns may not justify, not appointing an applicant. The concerns may be unrelated to safeguarding and may have happened many years ago. These concerns need to be explored with the applicant and properly risk assessed, and a risk assessment kept on file.

## 7.3 Disclosure and Barring Service and Disclosure Scotland Checks

The Disclosure and Barring Service (DBS) and Disclosure Scotland Checks helps employers make safer recruitment decisions and prevent unsuitable individuals from working with people at risk. An application to this service will provide a criminal record check and show any unspent convictions about the applicant.

A DBS may be either in the form of a standard, enhanced or enhanced with barred list check as deemed necessary by Jersey Hospice Care considering the role within the organisation.

Jersey Hospice Care shall repeat DBS checks at least every 3 years as required in adherence with the Jersey Care Commission Standards. Disclosure Scotland applications for Retail employees are only required on hire as part of the pre-screening process. This process was implemented for Retail employees who joined Jersey Hospice Care from 2021 onwards.

Information that is part of a DBS or Disclosure Scotland check must be treated as confidential. It is an offence for DBS or Disclosure Scotland information to be passed to anyone who does not need it in the course of their duties.

The minimum age for applicants to apply for a DBS or Disclosure Scotland check is 16 years. Applicants must be 16 years of age or over at the time of making the application.

For inspection and audit purposes, the People Team will retain a certified copy of the original DBS or Disclosure Scotland Certificate and or confirmation of the annual renewal outcome if an employee is signed up to the annual update service. These certificates/records will then be destroyed post an inspection or audit of the employee's relevant department, by the Jersey Care Commission.

Previous convictions will not necessarily present as an automatic bar to employment and no unfair discrimination can be taken against an applicant who has a spent conviction/criminal record under the Rehabilitation of Offenders (Jersey) Law 2001.

Each applicant will be considered on an individual basis. Whilst adhering to the requirements of the Regulation of Care (Jersey) Law 2014, the organisation will assess an applicant based on the specific role applied for, the severity of the conviction or the pattern of behaviour.

Applicants with spent convictions of more than 5 years or an unspent criminal conviction for any offence in relation to safeguarding or fraud under Regulation of Care (Jersey) Law 2014 are not entitled to work with vulnerable adults. Such applicants cannot be shortlisted for any patient facing role (Glossary section 9).

#### **7.4 Verification of Qualifications**

Verification must always be obtained on any qualifications that candidates claim in their application and that are legally required for the job or that that employer regards as essential. If there is any doubt about the validity of the qualification, or the awarding body, written confirmation should be obtained directly from the awarding body.

For those applying for professional posts, the qualifications and any professional registrations legally required for the job must be confirmed in the same manner.

On occasion, candidates may be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post to interview, alternatively this will be requested post a conditional offer of employment being made and accepted. For example, original or certified copy certificate, diploma or degree. Where original documents or certified copies cannot be provided, written confirmation of the relevant qualifications must be obtained from the awarding body.

#### **7.5 Status**

In some cases, there may be a requirement for an applicant to have a particular status, e.g. registration with a professional body. If required, evidence of such registration must be obtained, sight of the original certificates is required.

In addition, individuals who need to have personal indemnity insurance, sight of the original certificate is required.

In addition, enquiries should be made with the professional body to establish whether the candidate is subject to any outstanding complaints or investigations.

#### **7.6 Reference Checks**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

- Written references should always be sought and obtained directly by the People Team from the referee and not through a third party or the candidate themselves and must validate a minimum period of 3 consecutive years of continuous employment or

training immediately prior to the application being made, in adherence with the JCC Standards.

- Reference requests must be provided by the HR/People Team of a previous employer or someone in a more senior position to the candidate. References will not be accepted from friends or family.
- Where there is any concern or discrepancy in a reference received, a follow up phone call to the referee should take place to confirm the referee's identity and clarify the contents of the reference received and confirm that the referee is not related to the applicant.
- A file note should be kept of the discussion and the referee advised of this at the start of the conversation.
- For Non-Clinical employees, at least two previous employer references, of which one should be from the current or most recent employer, should be obtained for all appointees which confirm dates of employment and most recent job title; references addressed to "whom it may concern" will not be accepted.
- For clinical employees, at least two previous employer references must be obtained, one of which must be from their last care role if they are not currently working in a care role but have done so previously. In all cases, two fully completed clinical reference forms must be obtained in adherence with the requirement of the Jersey Care Commission Standards.
- In the case of Student Nurses applying for their first nursing post, the pre-registration Programme Lead, Lecturer or a Ward Manager from the clinical placement should be used as referees.
- **Please note:** There is no legal obligation on an employer to provide references however, the Regulation of Care (Standards and Requirements (Jersey) Regulations 2018 states:
  - 11 (1) "A registered person must safeguard service users from harm or abuse by – (e) adhering to any guidance and policy endorsed by the Commission in respect of safeguarding"
  - 11 (2) "A registered person must share information with other registered persons, regulatory bodies and law enforcement agencies where to do so would assist in safeguarding service users from harm or abuse"

If there are no safeguarding concerns, this should also be documented within the reference.

## 7.7 Providing Reference Checks

The People Team will be responsible for providing any references requested by prospective employers who have left Jersey Hospice care or are due to leave as a requirement of Regulation of Care legislation and standards.

*Non-clinical employees'* references shall include confirmation of the previous employee's name, job title, and confirmation of dates in employment only.

*Clinical employees'* references shall include confirmation of the previous employee's name, job title, and confirmation of dates of employment. Any prospective health and social care employer requesting the reference shall also be made aware of any concerns regarding the clinical practice of any individual that Jersey Hospice Care is aware of to ensure compliance with regulatory requirements as detailed within Appendix 1, Part 3, Section 11 (1) and (2) of the Regulation of Care (Standards and Requirements) (Jersey) Regulations 2018. Where there are no safeguarding concerns, this must be documented within the reference. In this regard, Jersey Hospice Care will complete and forward the Jersey Care Commissions Standard clinical reference template to any potential care or health employer.

#### **7.8 Previous Employment History**

The application form seeks information about previous employment. If a candidate is not currently employed in a position covering people at risk, it is advisable to check the last position they held in this capacity to confirm details of their employment and their reason for leaving. This may mean that a third reference is required.

#### **7.9 Occupational Health Clearance**

Confidential Occupational Health disclosure questionnaire shall be required by every applicant as part of the recruitment clearance process which shall be undertaken by an independent third party. The third-party undertaking screening shall be required to make Jersey Hospice Care aware if any health and wellbeing concerns or medical history is disclosed which may affect the prospective employee's ability to safely undertake and perform the role. A referral to Occupational Health may be deemed necessary to support the organisation in its duty of care to both the prospective employee and in the interests of safety to patients, colleagues and/or others.

Each case shall be considered on an individual basis as to the realistic and achievable adjustments that may be recommended which will be accompanied by a risk assessment completed by the People Team following discussion with the Recruiting Manager which will be saved on the personal file.

#### **7.10 Recruitment from outside of the UK**

Extra time will need to be allocated to the employment and clearance checks of applicants who have lived outside the UK. DBS disclosures will not generally show offences committed by UK citizens or residents whilst living abroad and will not include details of any offences committed abroad by foreign nationals who have never lived or worked in the UK. Therefore, in addition to a DBS disclosure, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary. These checks are obtained through the applicant.

Where an applicant is from or has lived in a country where criminal record checks cannot be made, employers must take extra care in taking up references and carrying out other background checks especially identity and qualification checks. Additional references should be sought, and references followed up by phone. The completion of a risk assessment should also take place in such cases.

### 7.11 Right to Work in Jersey

A check should be made of the candidates Residential and Employment Status in line with the Control of Housing and Work (Jersey) Law 2012. In the case of foreign nationals, checks need to be made to ensure the candidate has permission to work in Jersey.

External business Consultants or those as 'workers' under a contract for service basis are required to be licensed under non-resident business licence the responsibility for which rests with the Consultant. Due diligence associated with DBS shall also be required for such individuals.

### 7.12 Volunteers and Agency employees

It is appropriate to obtain a DBS check in respect of volunteers and agency employees who engage in regulated activity. Some types of voluntary work may not meet the definition of regulated activity, because the work is only carried out occasionally and under appropriate supervision. Where DBS checks are not required, it is still good practice to obtain references and proof of identity.

### 7.13 Third Party Commissioned Services

Under no circumstances must a volunteer or agency employees' member, who has not obtained an appropriate DBS disclosure, be left unsupervised with people at risk.

If any employee or volunteer is to be recruited or sourced by another organisation, written assurance should be obtained that the person has been recruited and vetted in line with this guidance. Where the DBS check has resulted in disclosed information, a copy of the DBS Disclosure must be obtained, and an assessment made before the individual can start work. Checks must be made that the person presenting themselves to work are the same person on whom the checks have been made.

There should be an inclusion in any written agreement or contract with a third-party provider or commissioned services setting out responsibility for carrying out the recruitment and clearance checks on employees and volunteers in line with those set out in this policy.

- The identity of contractors and their employees should always be checked, this is especially important where the contractor could have an opportunity for contact with people at risk.
- Contractors for whom an appropriate DBS check has not been undertaken should be supervised at all times if they will have any contact with people at risk.

### 7.14 Visiting Speakers/Trainers

The charity undertakes to check the suitability and credibility of all visiting speakers. Oversight for this will be with the relevant Executive Member and Manager commissioning the services in partnership with the Director of People.

### 7.15 Pre-Employment Immunisation Screening

Employment clearance checks will also include pre-employment immunisation screening for all patient facing clinical employees ahead of commencing in post with Jersey Hospice Care. Screening will be undertaken by the Infection Prevention and Control Team within the

Government of Jersey Health and Community Services Department, facilitated by the People Team.

#### **7.16 Employees or Volunteers Changing their Duties**

Where an existing employee or volunteer changes their duties, which would therefore result in them working with people at risk or bring them into regulated activity, a review should take place of all clearance and referencing checks that are required for the new role. An enhanced DBS check, to include a barred checklist should be carried out in cases where the employee or volunteer will work in regulated activity.

### **8 Induction and Training**

As far as safeguarding and promoting the welfare of people at risk is concerned the induction and probation programme should include information about, and written statements of; Policies and procedures in relation to safeguarding and promoting welfare include: Safeguarding Adults, Safeguarding Children, Professional Registration, Health and Safety, Infection Prevention and Control, Risk Management, Data Protection, Freedom to Speak Up and Whistle Blowing, Bullying and Harassment, Internet Usage and Media.

Safe practice and the standards of conduct and behaviour expected of Jersey Hospice Care employees are set out within Jersey Hospice Care's Values and within the employees Professional Code where relevant.

Clear procedures for reporting concerns are included within the within the Freedom to Speak Up and Whistle Blowing Policy. Contact details for the named Safeguarding Lead are available on the Jersey Hospice Care website.

Other relevant procedures that may be followed include those covering Capability, Grievance and Disciplinary.

Jersey Hospice Care is responsible in ensuring all employees working with or in contact with people at risk receive appropriate training on safeguarding and promoting the welfare of people at risk in line with the recommendations of the Joint Safeguarding Partnership Boards' training strategy.

Once an applicant has been confirmed in post, they will be required to disclose any cautions or convictions they receive during their employment. This information should be disclosed to the employee's Line Manager.

### **9 Safeguarding People at Risk in the Workplace**

People at risk may complete work experience placements within Jersey Hospice Care for example, through Project Trident etc. It is important that all employees working with people at risk ensure their behaviour and conduct is appropriate at all times. An Honorary Placement Agreement should be signed by all parties in order to ensure that the placement works effectively.

If the person working with the individual on placement is unsupervised and the same person is in frequent contact with the individual on placement i.e. students undertaking professional qualifications, the work is likely to be a regulated activity. If so, Jersey Hospice Care should ensure that the person providing the instruction or training is not a barred person.

If the activity undertaken by the individual on placement or work experience gives the opportunity for contact with people at risk, this may itself be considered to be regulated activity. In these cases, consideration should be given as to whether a DBS enhanced check with barred list should be requested for the child, young person or adult at risk in question. This should be assessed by the People Team who will ensure DBS checks are not requested for any young person under the age of 16.

## 10 Falsification of Documents or Information

It is vital that the measures described in this policy are applied thoroughly whenever someone is recruited to work with people at risk.

It is crucial that everyone is aware of these issues and adopts ways of working and the appropriate practice to help reduce the risk and maintain vigilance.

It is equally important that everyone is able to raise concerns about what seems to be poor or unsafe practice by colleagues and that those concerns are listened to and taken seriously.

In the event that any concern comes to light regarding potential falsification of qualifications, or any other information associated with recruitment clearance checks or work history, these would be subject to internal investigation which may result in an individual being referred for formal proceedings under the Jersey Hospice Care Disciplinary Policy and Procedures.

## 11 Development and consultation process and schedule

Title of Individual	Date Consulted
Executive Team	July and August 2021
Jersey Care Commission	Copy provided to JCC post ratification by The Executive Team
Ratified by person/group/committee	Date of Ratification
V1 The Executive Team	5 August 2021
V2 The Executive Team	4 August 2022
V3 The Executive Team	3 July 2025

## 12 Dissemination and Implementation plan

Ratification provided by the Executive Team.

The policy will be distributed through the Senior Leadership Team to all employee and volunteers.



The policy will also need to be shared with any third-party contractors and possibly contacts updated accordingly.

### 13 Review

This document will be reviewed every three years, or in the event that legislation is changed, whichever is the sooner.

### 14 Auditing

Compliance with this policy is included in Jersey Hospice Care's compliance monitoring plan. For more information contact the Governance Lead.

### 15 References

Employment (Jersey) Law 2003

Discrimination (Jersey) Law 2013

Jersey Safeguarding Partnership Board Guidance for Guidance for Safe Recruitment, Selection and Retention for Employees and Volunteer -

<https://jerseyscp.trixonline.co.uk/chapter/guidance-for-safe-recruitment-selection-and-retention-for-staff-and-volunteers>

Jersey Care Commission, Care Standards, Care Homes (Adult)

### 16 Glossary

Term	Meaning
Safe Recruitment	A consistent and thorough recruitment process in order to ensure that people who are unsuitable to work with people at risk are prevented from doing so.
Safeguarding	For people at risk this means protecting them from harm.
Regulated Activity	Work which involves close and unsupervised contact with people at risk. The Safeguarding Vulnerable Groups Act 2006 sets out the activities and work which are 'regulated activity'. An enhanced criminal records certificate with a barred list check should be obtained in respect of persons carrying out these activities.
Supervised	Within sight and sound of someone with an appropriate DBS check who is engaged in the same activity.
Certified copy	A copy (often a photocopy) of a primary document that has on it an endorsement or

	certificate that it is a true copy of the primary document.
Strategy Discussion	Discussion with Police and Social Services to consult with parties to protect evidence and take advice on next stages.
Standard DBS	Used for positions included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and contains all conviction information, spent and unspent, including cautions reprimands and final warnings.
Enhanced DBS Check	Used for individuals whose work falls within the pre-2012 definition of 'regulated activity'. It contains all conviction information, spent and unspent, and any other non-conviction information considered to be relevant by the police or other Government bodies.
Enhanced DBS Check and Barred List	Used for individuals whose work is as defined by the current legal definition of regulated activity. It will include all information of an enhanced DBS check and in addition include a check of the S=DBS barred list for children or adults or both depending on the position.