

Recruitment of staff

The following procedure is recommended:

- Identify someone within the group to take responsibility for co-ordinating the recruitment of staff
- Advertise all posts
- Provide applicants with a job description outlining the roles and responsibilities of the post. The job description should highlight that a PVG Scheme check will be undertaken for positions involving 'regulated work' with children. (See [regulated work self-assessment tool](#))
- Consent to undertake a Disclosure check should be included in the application form. Consideration could also be given to a 'self-disclosure form' to give potential applicants an opportunity to reveal any criminal history at an early stage.
- Identify an interview panel and agree interview format/ questions
- Select candidates for interview and undertake interviews
- Offer position subject to reference and PVG Scheme membership check.
- Ensure PVG Scheme forms completed – see Section on PVG Scheme Checks for information on agencies that can provide you with advice and assistance on this matter
- Obtain written references to obtain views on the applicant's suitability for the job.
- If references and PVG Scheme check suitable, then appoint applicant to post.
- If PVG check highlights vetting information, consider whether these are relevant to the post and make a decision on whether to appoint in line with your equal opportunities policy and bearing in mind that children's safety should be your priority. See section on equal opportunities policy. If checks are accessed through [Voluntary Action Shetland](#), they will be able to offer support.
- Provide a new member of staff with appropriate training and ensure support is provided