



Safer Recruitment at Wigan Council

At Wigan Council, safeguarding is everyone's responsibility.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees, workers, volunteers, agency staff and contractors are expected to share and uphold this commitment.

Through our safer recruitment practices, we aim to attract, recruit and retain people who share our values and are committed to creating safe services and communities.

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What is Safer Recruitment?

Safer recruitment is a set of practices designed to help ensure that the people we recruit are suitable for their role and share our commitment to safeguarding and protecting the people who use our services.

Our recruitment processes are fair, transparent and proportionate to the responsibilities of each role. For some positions, particularly those involving children, young people or vulnerable adults, additional safeguarding checks will be required.

What Can You Expect When Applying?

Depending on the role, our recruitment process may include:

- Reviewing your employment history and discussing any gaps in employment.
- Verifying qualifications, registrations and professional memberships.
- Obtaining references from current and/or previous employers.
- Verifying your identity and right to work in the UK.
- Assessing your values, behaviours and approach to safeguarding during the selection process.
- Carrying out a Disclosure and Barring Service (DBS) check where appropriate.

The checks required will vary according to the nature of the role and will be clearly outlined in the job advert.

Online safety checks

As part of our commitment to safer recruitment, and where appropriate for the role, we may carry out online searches of publicly available information about shortlisted candidates.

These checks help us identify any information that may be relevant to a candidate's suitability to work with children, young people or vulnerable adults and support our safeguarding responsibilities.

Any online searches undertaken will be proportionate, relevant to the role and carried out in accordance with data protection legislation and our recruitment procedures.

Where appropriate, candidates will be given the opportunity to discuss any information identified during the recruitment process.

DBS checks

Many roles within the Council require a Disclosure and Barring Service (DBS) check.

Where applicable, successful candidates will be required to complete the appropriate DBS application before employment can commence. Some roles may require an Enhanced DBS check, including a check against the Children's Barred List and/or Adults' Barred List.

Having a criminal record does not automatically prevent you from working for Wigan Council. Any criminal record information will be considered fairly and on an individual basis, taking into account the nature of the role, the circumstances of the offence and its relevance to the position applied for.

Where candidates have lived or worked overseas, additional checks may be required, including overseas criminal record checks or certificates of good conduct where appropriate.

Criminal record information

Wigan Council is committed to the fair treatment of all applicants and complies with the Rehabilitation of Offenders Act 1974, the DBS Code of Practice and relevant safeguarding legislation when considering criminal record information.

References

References are an important part of our safer recruitment process.

We will normally seek two professional references, including one from your current or most recent employer. For roles involving safeguarding responsibilities, references may be obtained before interview.

Right to Work in the UK

Before employment can begin, all successful candidates must provide evidence of their right to work in the UK. Please visit the link below to check you qualify to apply. [Prove your right to work to an employer: Overview - GOV.UK](#)

We are legally required to verify this information and retain evidence of the checks completed.

Conditional Offers of Employment

Any offer of employment is conditional upon the satisfactory completion of all pre-employment checks relevant to the role.

These may include, but are not limited to:

- References
- DBS checks
- Right to work verification
- Professional registration checks
- Occupational health clearance
- Qualification verification
- Other role-specific requirements

A start date cannot be confirmed until all required checks have been completed successfully.

Equality, Diversity and Inclusion

We are committed to building a workforce that reflects the diverse communities we serve.

We welcome applications from people of all backgrounds and are dedicated to providing a fair, inclusive and accessible recruitment process. If you require any reasonable adjustments during the recruitment process, please let us know and we will do our best to support you.

Safeguarding is everyone's responsibility

Wigan Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect everyone who works with or on behalf of the Council to share this commitment and uphold our safeguarding values. All appointments are made in accordance with our Safer Recruitment principles and may be subject to pre-employment screening, online safety checks, overseas checks and DBS checks, as appropriate to the role.

Find Out More

If you have any questions about our recruitment process, safeguarding requirements or pre-employment checks, please contact the Recruitment Team at:

Jobadverts@wigan.gov.uk