

Factsheet 15: Safeguarding Practices

When recruiting Personal Assistants, it is important to ensure that appropriate measures have been put in place to deter ill-intentioned people from applying for the post and to minimise any threat to the safety of disabled children or vulnerable adults.

A number of safeguarding measures can be applied in the following stages of the recruitment process:

- Wording of Job Advertisements
- Application Pack
- Enquiries
- Short-listing of candidates
- The Interview
- Job References
- Criminal Records Checks (Disclosure)
- Appointment

The Rowan Organisation's Independent Living Adviser will be able to discuss the safeguarding principles and reasoning behind them with you in more detail and will offer advice throughout each stage of recruitment.

We have a number of sample documents available that can be customised according to individual needs, including; example job adverts, Application Form, covering letter, Employer Reference letter and Job Offer letter.

Finally, the Rowan Organisation will act as a mailing address and point of contact for any enquiries if required, thereby helping to protect the anonymity of the service user.

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