



## Sharing Effective References and Conduct Information - A Better Hiring Toolkit

Shropshire Safeguarding Community Partnership aims to encourage good safeguarding practice concerning recruitment and retention, this is part of our commitment to preventing abuse or neglect happening in the first place. Obtaining references is one way of verifying information submitted in a job application form. References should be accurate and fair (Acas, 2023); the best practice toolkit highlighted below provides guidance for care providers on obtaining and providing effective references and conduct information. The SSCP considers that providing detailed references is part of a positive safeguarding organisational culture.

**The SSCP therefore endorses the use of the Care Industry Best Practice Better Hiring Institute 'Sharing Effective References and Conduct Information - A Better Hiring Toolkit'.**

### Introducing the toolkit:

Care staff and volunteers provide support for some of the most vulnerable people in society. This Better Hiring Toolkit provides simple guidance to support you to both obtain and provide effective references and conduct information. It has been compiled as a collaboration between the Better Hiring Institute, Disclosure & Barring Service (DBS), Skills for Care, Reed Screening, Dominic Headley & Associates (DHA), and VBA Consulting.

At the heart of the Toolkit is the safety of the people who employers are entrusted to care for and the staff who carry out this role. Those responsible for recruiting or supervising staff or volunteers, have an obligation to conduct a safe and fair recruitment process and ensure that pre-employment checks are robust so that your organisation safeguards the people being supported.

The Better Hiring Toolkit is curating and nurturing a safeguarding mindset, including **sharing effective references** to ensure that vulnerable people across the UK labour market are being protected as effectively as possible. But ensuring that you are protecting the adults you support does not stop on the first day of work – how do you nurture that safeguarding mindset once employment has commenced?

The Better Hiring Toolkit for Care has good practice templates throughout for you to use within your organisation. **Access the Toolkit [here](#)** (Better Hiring Institute, 2023).

Reference:

Acas (2023) *Providing a job reference*. London: Acas. <https://www.acas.org.uk/providing-a-job-reference/what-employers-can-say-in-a-reference>

Better Hiring Institute (2023) *Sharing Effective References and Conduct Information - A Better Hiring Toolkit*. Better Hiring Institute. <https://www.betterhiringinstitute.co.uk/industry-best-practice/health-social-care>