The Fylde Rugby Community Foundation's (FRCF)
Safer Recruitment Policy

Policy statement
The safety and wellbeing of our children, young people and adults at risk is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm. We operate a Safer Recruitment Policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children, young people and adults at risk. This helps ensure their safety when attending our events, activities or groups and our adult volunteers/staff who provide for their supervision and care.

Introduction
The safe recruitment of staff at FRCF is the first step to safeguarding and promoting the welfare of children, young people and adults at risk in our care and under our supervision. The Foundation is committed to safeguarding and promoting the welfare of all. As an employer, the Foundation expects all staff and volunteers to share this commitment.

Aims and objectives
The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse children, young people and adults at risk or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the Charity's recruitment policy are as follows:
• to ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position.
• to ensure that all job applicants are considered equally and consistently.
• to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
• to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
• to ensure that the Charity meets its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Foundation has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at FRCF based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

FRCF aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the Foundation.

Roles and responsibilities

It is the responsibility of the Trustees to:

• ensure the Foundation has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with all legal requirements.

• monitor the Foundation's compliance with them.

It is the responsibility of all involved in the recruitment process to:

• ensure that the Foundation operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Foundation.

• monitor contractors' and agencies' compliance with this document.

• promote the welfare of children, young people and adults at risk at every stage of the procedure.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- aims of the organisation and where appropriate, the particular programme involved.
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out.
- the organisation is an equal opportunities employer, operating within child safeguarding standards.

Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities.
- a person specification which clearly states qualifications and experience required.
- an application form.
- a self-disclosure form

Application Forms

All applicants, whether paid or voluntary, full-time or part-time positions will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.

References
Contact details of two written references (not relatives) are required, one of which should be their most previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone.
A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk.
- The candidate's suitability for this post.

All FRCF appointments are subject to satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken.

Disclosures
All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation.

Shortlisting
Short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained FRCF staff members.

Interview process
Interviews will be carried out by a minimum of two fully trained staff members and will always be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then be asked to complete a criminal record self-disclosure form. The applicant will be informed that the appointment is subject to satisfactory DBS certificate and two references. Having a criminal record does not automatically prevent you from working with or for the organisation.

All staff and volunteers will undergo a formal Foundation induction, which will cover the organisation's Safeguarding Policy and Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.
- All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

Probation period

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.