

SAFER RECRUITMENT POLICY

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

As a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Designated Safeguarding Officer. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we will ask questions only about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Instances where we are allowed to ask such questions include positions that involve access to children, young people, the elderly, disabled people, alcohol, drug misusers and the chronically sick.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of offences or any other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

Safer Recruitment Process

The Foundation has a recruitment process for full time staff, casual coaching staff and volunteers.

Job descriptions for any available role, both full and casual, will be advertised on the recruitment section of the The Foundation website. It will be the candidate’s responsibility to download the relevant application form and submit as directed.

All applications are submitted via our safer recruitment online application form. The Foundation will not accept any CVs without a completed online application form. Our online application form contains our commitment to safeguarding.

The Foundation will short list and interview candidates based on set selection criteria. The selection criteria and interview process will be specific to the job role advertised. The interview panel will be comprised of members of the Foundations senior leadership team and other representatives of the Foundation and potential stakeholders. The interview panel will make notes of each interview and will select the most suitable candidate for each role. Successful candidates will be informed as soon as possible via telephone. Unsuccessful candidates will be notified via email or telephone, however should anyone require feedback from the interview process they can request this by contacting the Foundation office.

Once candidates have received an official offer, the Foundation will require one form of photographic ID (passport, driving licence). We will also require in writing acceptance of the role offered and a confirmed start date.

We will require a self-declaration form which states any previous convictions/cautions/bind overs etc before employment can commence. The completed self-declaration forms will be checked by the Designated Safeguarding Officer.

These forms will be kept on a secure harddrive in a secure cupboard that can only be accessed by the Head of Operations & Business Development and Resources Manager / Designated Safeguarding Officer. 2 references are also required as part of our recruitment process, these are then reviewed by the Designated Safeguarding Officer one of the references must include the most recent employer if applicable.

All candidates that are offered a position which involves working with children, young people and vulnerable adults will be required to undertake an enhanced DBS disclosure. All employment offers are subject to the outcome of the screening process and when applicable, this is set out in their offer of employment. Until such time as their disclosure certificate has been received, the member of staff will not be left unsupervised with children, young people and vulnerable adults. If an individual has a DBS certificate for the Foundation but has had a gap of employment with the Foundation for three months or more, the Foundation will need to carry out a DBS check. This will occur should a volunteer progress to full time or part time within the Foundation.

We ensure that all staff have gone through the safer recruitment process and are fully aware of the Foundations policies and procedures, discussing in depth safeguarding, abuse and health and safety prior to any delivery taking place. This process follows the NSCB procedures as found on their website - www.norfolkscb.org

Recruitment and selection

The Foundation recognises the benefits of having a diverse workforce and will take steps to ensure that:

Information about job opportunities is circulated as widely as possible in the circumstances, to ensure that it reaches all sections of the community, regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part time or fixed term status, parental responsibilities, age, trade union membership, religion or sexual orientation.

It endeavours to recruit from the widest pool of qualified candidates possible. Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit. The Foundation retains the discretion to invite applications from individuals whose jobs might be at risk of redundancy, or who are being redeployed for health or disability reasons, before advertising any posts more widely.

The Foundation reserves the rights to head hunt staff for any position within the Foundation at the discretion of the Head of Operation and Business Development or Chief Executive Officer. Where appropriate, permitted positive measures are taken to attract applications from all sections of society and especially from those groups which are under-represented in the workforce. Selection criteria and processes do not discriminate unjustifiably other than in those instances where the Foundation is exercising permitted positive action.

Staff - Temporary Staff and External Consultants

The Foundation will ensure that all temporary staff and external consultants sign a self-declaration form and will not have unsupervised access to participants during their employment with the Foundation.

Should an individual's DBS disclosure reveal any convictions, the Foundation must consider whether the nature of the offence(s) renders the person concerned unsuitable for working with participants. In such circumstances, when the nature of any disclosure has to be considered, a formal interview will be necessary. The interview of the individual concerned will be conducted by two Designated Safeguarding Officers, when his / her suitability for working with children and vulnerable adults at the Foundation will be considered.

Casual workers

We will monitor the conditions of service of casual employees and their progression within the Foundation to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately.

Qualifications

Copies of all coaching, teaching and other employee's qualifications must be provided to the Workforce Recruitment Manager. Staff are required to renew or rebook their qualifications for renewal with 14 days after their qualification has expired.

Failure to meet the required standard will result in disciplinary action at the discretion of the Senior Safeguarding Manager / Chief Executive Officer.

Copies of these are retained on the Foundation's Substance Views database.

Copies of coaches' qualifications are held at the Foundation office and on the online database, we would advise where possible for coaches to also carry a copy with them. A representative from the Football Association, head coach or teacher from a school may request this information at any time. It is imperative that these are kept updated and renewed where applicable. It is staff's responsibility to make the Foundation aware of any updates to either current or new qualifications and certificates via the Designated Safeguarding Officer.

Fixed-term employees

We will monitor our use of fixed-term employees, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, rewards, promotion and permanent employment opportunities.

Volunteers

It is now against the law to work, or to permit someone to work, with children, young people and vulnerable adults without the receipt of a satisfactory DBS clearance to work with the Foundation.

In compliance with the Foundation's recruitment policy, all volunteers permitted to represent the Foundation must be confirmed as 'suitable and safe adults to work with children, young people and vulnerable adults' by a volunteer DBS check. They must not start work until a satisfactory DBS clearance has been received. All volunteers will be trained in, and adhere to, the Foundation handbook, which contains all of the Foundation's policies and procedures.

THE FOUNDATION RECRUITMENT PROCESS - FULL TIME

Job Pack

Including approved job description and advertisement plan



Advertisement

Through our website, social media, external agencies and our internal workforce



Invitation

invite all shortlisted applicants in for an interview that have the relevant qualifications.



Interview

A 30/ 45 minute initial interview, in the format of questions and answer.



Offer of work

A formal offer of work that will document the terms of agreement that may have already been verbal



Final Messages Meeting/Induction

A full induction of the handbook, policies and procedures for the Foundation. SAFER training will be delivered prior to the induction pack being signed off by the Designated Safeguarding Officer and Chief Executive Officer This would include individual meetings with either the senior leadership team or Chief Executive Officer and relevant staff.

THE FOUNDATION RECRUITMENT PROCESS - COMMUNITY COACHES

Job Pack

Including approved job description and advertisement plan

Advertisement

Through our website, social media, external agencies and our internal workforce

Informal Interview

A 30/ 45 minute initial interview, in the format of questions and answer.

Practical Interview

A 30 minute practical delivery based on the Foundations delivery philosophy and fundamentals

Offer of work

A formal offer of work that will document the terms of agreement that may have already been verbal

Training /Induction

A full induction of the handbook, policies and procedures for the Foundation. SAFER training will be delivered prior to the induction pack being signed off by the Designated Safeguarding Officer and Chief Executive Officer This would include individual meetings with either the senior leadership team or Chief Executive Officer and relevant staff.

Deployment

Community coaches will then be deployed to relevant programmes based on their suitability, qualifications and experience.

INDUCTION PROCESS

Stage 1 - Job Pack Collated

Workforce Recruitment Manager / Line Manager

Role description designed and completed
Advertisement plan designed and completed
Role authorised
Resources required

Stage 2 - Job Advertised

Workforce Recruitment Manager

Role advertised
Application shortlisting
Interview invites
Communication to unsuccessful applicants

Stage 3 - Interview process

Workforce Recruitment Manager / Line Manager

Relevant interview process completed
Formal one-to-one interview
Interview recruitment day
Practical interview

Role offered - Line Manager/

Offer letter (subject to DBS clearance)
Contract (subject to DBS clearance)

Stage 3 - Pre-employment

Workforce Recruitment Manager

Resources ordered
Self Declaration Form
Enhanced DBS and verification
Two references
Staff details
Qualifications
Right to work and ID
Employment contract and confirmed start date
Signed job description

Stage 5 - Start date and Induction

Workforce Recruitment Manager /

Line Manager

Foundation introduction including visions and values
Safeguarding
Health and Safety
Finance
Policies and procedures
Foundation handbook
Personal Development Planning
Programme specific induction

Stage 6 - Induction sign off

Workforce Recruitment Manager

1 month review meeting
Completion of induction and sign off
Staff handover to Line Manager

Stage 7 - End of probation period

3 month interim review with Chief Executive Officer.

6 month probation meeting to take place with Chief Executive Officer.

INDUCTION PROCESS

On their start date with the Foundation all new staff will complete stage 5 and 6 of the Induction Process. These will be lead by the Workforce Recruitment Manager and relevant Line Manager. All new staff will watch a welcome to the team video and be taken through the 2 day induction process.

A one month review will be undertaken by the Workforce Recruitment Manager to sign off the induction process and ensure the new staff member is fully compliant and upskilled with the relevant information needed to complete their role.

At the 3 month stage the Chief Executive Officer will meet with the staff member to check their inductuon, a follow up meeting will take place after 6 months to sign off thier probation period as completed

Disqualification by association

This means that someone can be barred from working in childcare because of something which relates to someone they live with, e.g. a relative or partner, rather than something that they themselves have done - disqualification “by association”. So an individual who lives with someone who has a criminal record (even relating to events that took place many years ago) may be disqualified from working in childcare.

When will club activities provided in schools constitute childcare? All staff who work in early years provision (nursery & reception classes). This encompasses children up to the 1st September following their fifth birthday. Therefore any coach or other club staff who run activities both during or out of schools hours for children in this age range would be considered to be delivering childcare.

All staff who work in later years provision with children who have not attained the age of 8 outside of school hours, including breakfast clubs and homework clubs. Co-curricular activities such as choir and sports teams are excluded from the definition for pupils aged 5 or older. Therefore the DfE have advised that football club activities and coaching is not considered as childcare when delivered to this age group outside of school hours.

Where Clubs provide childcare to children under eight on Club premises and there is a requirement to register with Ofsted as an early years or later years then the Disqualification Regulations will apply to staff working in that setting.

Implementing the Disqualification Regulations

The DfE’s new guidance explains that where schools use staff from a third party Foundation to work in the relevant childcare setting, it is their responsibility to obtain confirmation that they have made it known to those who would be deployed to work in the relevant settings that they would be committing an offence if they are aware that they would be disqualified under the 2009 Regulations.

Schools should satisfy themselves that the Club staff they work with meeting the childcare criteria are not disqualified. However, Clubs are the employers not the schools. Club should be undertaking the checks and then providing reassurance to the schools when they seek it.

While not mandatory, this might involve asking individuals to provide declarations that they (and those in their household) do not fulfil any of the disqualification criteria. In gathering and processing such information Clubs should bear in mind that they will be dealing with sensitive personal data under the Data Protection Act 1998 and should not require staff to provide more information than is necessary.

All staff are required to complete the Childcare Disqualification Declaration form. This form will be completed and filed away in a locked cupboard which can only be accessed by the Senior Management Team or the Designated Safeguarding Officer.