

**Purbeck Youth & Community Foundation Recruitment of Paid Staff
Policy Procedures and Guidelines**
Also used for recruiting volunteers working with young people or
their details/



- There is specialist help available through different organisations such as ACAS, who offer a helpline for free support and advice. They also provide a wide variety of guidance promoting employment relations and HR excellence.

1)

Before recruiting for a new or existing position, we spend time gathering information about the nature of the job. Thinking about the tasks we will want the post holder to perform, the job's purpose, how we will measure whether the person is being effective, and how this job fits into the organisation's structure and arrangements. We provide a job description and person specification/job profile. Adverts and job descriptions make clear we will take up DBS checks and references and the safeguarding responsibilities of the role. Children and young people can be part of this process too so that they feel involved and will be more accepting of the new member of staff.

Job description

- This explains the job to the candidates and provides a guide about the requirements of the job to all those involved in the recruitment process
- A job description can also be used to describe any expectations of the role to both employees and managers and even help with reviews in the future.

Person specification/job profile

- A person specification or job profile states the necessary and desirable criteria for selection,

PYCF must create a culture that safeguards and promotes the welfare of children. Part of this culture, is to adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in PYCF.

Trustees should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, and that at least one of the persons who conducts an interview has completed safer recruitment training. description and person specification):

- the skills, abilities, experience, attitude, and behaviours required for the post, and
- the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children. The advert should include:
- the Charitie's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken
- the safeguarding responsibilities of the post as per the job description and personal specification, and
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Application forms. Where a role involves engaging in regulated activity relevant to children, schools and colleges should include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. PYCF should also provide a copy of their child protection policy and practices and policy on employment of ex-offenders in the application pack and should require applicants to provide: 58 Section 7(1)(a) of the SVGA 2006 (Legislation.gov.uk). 53 • personal details, current and former names, current address and national insurance number • details of their present (or last) employment and reason for leaving • full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment • qualifications, the awarding body and date of award • details of referees/references (see below for further information), and • a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification. A curriculum vitae on its own will not provide adequate information.

Shortlisting Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK For example: • if they have a criminal history • if they are included on the children's barred list • if they are prohibited from teaching • if they are prohibited from taking part in the management of an independent school • information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted • if they are known to the police and children's local authority social care • if they have been disqualified from providing childcare and, • any relevant overseas information. This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted. Applicants should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

PYCF should: • ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach) • consider any inconsistencies and look for gaps in employment and reasons given for them, and, • explore all potential concerns. . In addition, as part of the shortlisting process PYCF should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

Employment history and references The purpose of seeking references is to allow employers to obtain factual information to support appointment decisions. Schools and colleges should obtain references before interview, where possible, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview. PYCF should: • not accept open references e.g. to whom it may concern • not rely on applicants to obtain their reference • ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations) • obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed • secure

a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer • always verify any information with the person who provided the reference • ensure electronic references originate from a legitimate source • contact referees to clarify content where information is vague or insufficient information is provided • compare the information on the application form with that in the reference and take up any discrepancies with the candidate • establish the reason for the candidate leaving their current or most recent post, and, • ensure any concerns are resolved satisfactorily before appointment is confirmed. When asked to provide references, PYCF should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children, and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.. References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings. Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference.

PYCF should use a range of selection techniques to identify the most suitable person for the post. Those interviewing should agree structured questions. These should include: • finding out what attracted the candidate to the post being applied for and their motivation for working with children • exploring their skills and asking for examples of experience of working with children which are relevant to the role, and, • probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this. The interviews should be used to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include: • implication that adults and children are equal • lack of recognition and/or understanding of the vulnerability of children • inappropriate idealisation of children • inadequate understanding of appropriate boundaries between adults and children, and, • indicators of negative safeguarding behaviours. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.. Young people should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with young people is common and recognised as good practice. All information considered in decision making should be clearly recorded along with decisions made. ii. Pre-appointment vetting checks, regulated activity and recording information. This section provides the legal requirements that governing bodies and proprietors need to understand (and which must be carried out) when appointing individuals to engage in regulated activity relating to children. It covers the importance of ensuring the correct pre-appointment checks are carried out. These checks will help identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). These checks should be seen as part of the wider whole organisation safeguarding regime, which will continue following appointment.

PYCF must record on the single central record. The Education and Training (Welfare of Children) Act 2021 extended safeguarding provisions to providers of post 16 Education: 16-19 Academies, Special Post-16 institutions and Independent Training Providers. Some safer recruitment regulations do not apply to these providers and as such some of the "musts" for colleges do not apply to them. These checks are an essential part of safeguarding, carried out to help employers check the suitability of candidates. Therefore, the providers set out above should carry out these pre-appointment checks.. All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks.

PYCF must:

- verify a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available. Further identification checking guidelines can be found on the GOV.UK website
- obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- 60 61 62 63 Note that when using the DBS update service, you still need to obtain the original physical certificate
- obtain a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available;
- Verify the candidate's mental and physical fitness to carry out their work responsibility. A job applicant can be asked relevant questions about disability and health role
- verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then PYCF should follow advice on the Charities working with young people must carry out a DBS check with barred list information as per their funding agreements. Where the individual will be or is engaging in regulated activity, charities will need to ensure that they confirm on the DBS application that they have the right to barred list information.

PYCF should assess cases fairly, on an individual basis. A decision not to appoint somebody because of their conviction(s) should be clearly documented, so if challenged PYCF can defend its decision, in line with its policy on the recruitment of ex-offenders. When assessing any disclosure information on a DBS certificate, PYCF should take into consideration the explanation from the applicant, including for example:

- the seriousness of any offence and relevance to the post applied for
- how long ago the offence occurred
- whether it was a one-off incident or a history of incidents
- the circumstances around the incident, and,
- whether the individual accepted responsibility for their actions.

Where PYCF allows an individual to start work in regulated activity relating to children before the DBS certificate is available, it should ensure that the individual is appropriately supervised and that they carry out all other checks, including a separate children's barred list check.

2) How Do We Attract the Right Applicants?

Internal advertising and external advertising

- Requirements of the job, including the need for previous experience, references and a Disclosure and Barring Service as necessary, our safeguarding policy
- Essential and desirable criteria for job applicants (to limit the number of inappropriate applications received)
- Nature of the organisation's activities
- Job location
- Job tenure (for example, temporary/contract length, permanent, full or part-time hours)
- Details of how to apply
- Closure date for application

3) How Do We Manage the Application and Selection Processes?

- We ask people to send us a completed application form and pre DBS check form electronically or in paper form.

Dealing with applications

- All applications are treated confidentially and shared only with those individuals involved in the recruitment process

The 'candidate's experience'

- The recruitment process is not just about you finding the right person for the job. It's also about candidates finding out more about our organisation and whether PYCF is one they would like to work for

Selecting candidates

- Selecting candidates involves **two** main processes:
 1. Shortlisting and
 2. Assessing applicants to decide who should be offered a job.
- Short listing we look through all the applications and check whether or not the applicant meets the necessary and desirable criteria for the job that we have set. This stage allows us to decide who to interview. And not using any form of discrimination when choosing candidates
- Selection processes is based only on someone's ability to do the job, their ability to help the club work well and, where appropriate, their potential for development in the role.

Interviewing candidates

All applicants are scored against the same questions

- Before making an offer of employment, you have responsibility to check that applicants have the right to work in the UK and are appropriate for the work involved and make identity checks and DBs checks.

References

- Our application form makes clear we take up at least 2 references, We telephone current or last employer and discuss their reference, we do not make an offer of employment subject to references, but do re DBS checks being satisfactory. If candidates give their permission we take up references before interview.

Medical examinations

- It is unlawful to ask candidates to complete a medical questionnaire before being offered a job. Only essential medical issues should be discussed at this stage.
- We take care before making selection decisions relating to a candidate's mental or physical health. Where someone has a disability, think creatively and innovatively about where we could make reasonable adjustments, such as flexible working.

Employment offer

- Offers of employment should be made in writing. It is important to be aware, however, that a verbal offer of employment made in an interview is as legally binding as a letter to the candidate.
- PYCF must also be aware of the legal requirements to provide a statement of the main terms and conditions of employment that must be given in the written statement of particulars of employment that each paid staff member should receive.
- Unsuccessful candidates should be notified promptly and, if possible, given feedback.

Joining PYCF

- Once we have completed the recruitment process we provide induction for the new employee.
- **Paperwork**

- The recruitment process should be documented accurately and access to the papers limited to recruitment staff only. It is good practice to monitor applications and decisions to ensure that equality of opportunity is being allowed
- Information including application forms, short listing assessments, interview assessments, etc. should be kept for sufficient time to allow for any complaints to be handled. We keep for 6 months.

- **5) Summary of The Five Steps to Safer Recruitment**

If the post involves working with children, young people or adults at risk we ensure these steps are followed:

- 1. Advertising the post**

If the post requires a Disclosure Barring Service check, we make this clear in the advertisement and say that asking for the DBS check is part of the club's commitment to safeguarding children, young people or vulnerable adults. Also make it clear that references will be sought

- 2. Short listing**

When short listing, we use the person specification. Short listing should involve at least one of the interviewers

- 3. Interviews**

Candidates will need to be asked to bring information with them that will confirm their identity and their eligibility to work in the UK, together with any additional documentation you will need when arranging for a Disclosure Barring Service check to be carried out. Also driving checks. Make arrangements to check and copy all relevant documents at the time of interview, to keep the copies safely and to destroy the copies at a later date as soon as it is clear they are no longer needed in line with your GDPR policy. Candidates are told we will make social media checks.

- 4. Making an offer**

Telephone one referee to confirm the authenticity of the reference received. An initial verbal offer can then be made. However, the candidate must be told it is conditional and dependent on receipt of a cleared Disclosure Barring Service check and all other checks also being satisfactory such as right to work in UK. In practice we usually wait until we have both references and call to one before offering a job.

- 5. Finalising Recruitment**

Once the Disclosure Barring Service check and other checks have proved satisfactory, a written, unconditional offer can be made in writing.

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J Spiller updated 19-Sep-18

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