



SAFER RECRUITMENT POLICY

1. Purpose & Scope

Fun 4 Young People (F4YP) Ltd. (F4YP) is committed to:

- Safeguarding, protecting and promoting the welfare of all children and young people in its care, by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role

This policy applies to all personnel of the Organisation including current and potential staff, volunteers and board members, and people contracted to work at or for F4YP.

2. Policy

F4YP commits to:

- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- ensure that all job applicants are considered equally and consistently;
- 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;
- ensure compliance with all relevant legislation, recommendations and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- ensure that F4YP meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

3. Responsibilities

- The Board of Trustees is responsible for the overall fulfilment of F4YP's statutory duties and oversees the implementation of this policy throughout F4YP.
- All personnel are expected to share in F4YP's commitment to Safer Recruitment.
- Every member of the Organisation is responsible for following and implementing this policy and associated guidelines aimed at fulfilling the statutory duties.



4. Procedure

- Take a planned and structured approach to minimise the risk of appointing someone unsuitable
- To ensure equality of opportunity, F4YP will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.
- Any advertisement will make clear the F4YP's commitment to safeguarding and promoting the welfare of children.
- Advertising of roles will include the role description and the person specification highlighting the safeguarding responsibilities.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

4.1 Interviews

Interviews will be a face-to-face wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

4.2 Offer of Employment

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating F4YP's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which F4YP considers to be satisfactory;
- the receipt of an enhanced disclosure from the DBS which F4YP considers to be satisfactory;



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- confirmation that the applicant is not named on the Children's Barred List ;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK

4.3 References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by F4YP. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

4.4 DBS (Disclosure and Barring Service) Check

F4YP applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at F4YP. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is F4YP's policy that the DBS disclosure must be obtained before the intended start date for any Personnel.

It is F4YP's policy to re-check all Personnel DBS Certificates every three years unless they have subscribed yearly to the DBS update service.

F4YP Personnel are aware of their obligation to inform the Chair of Trustees or CEO of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.



4.5 Portability of DBS Certificates Checks

Personnel are encouraged to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

This allows for portability of a Certificate across employers. F4YP will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

4.6 DBS Certificate

The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their original Certificate to the Head of Operations before commencement of duties. F4YP recommends that employees/applicants sign up to the DBS update service once certificate has been received.

4.7 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. F4YP does not discriminate on the grounds of age.



Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

4.8 Inductions and Training

- All Personnel will receive an induction including:
- Safeguarding training, have read and understand your safeguarding and child protection policies and procedures
- All staff/volunteers undertake annual Safeguarding training,
- know how to spot the signs that a child may be experiencing abuse
- know how to respond appropriately if a child makes a disclosure about abuse
- know what to do if they have concerns about a child's wellbeing.
- All staff will follow F4YP safeguarding policy and procedures

4.9 Record Retention/Data Protection

F4YP is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, F4YP will retain on their personnel file any relevant information provided as part of the application process, including copies of documents used to verify identity, right to work in the UK, medical information. Medical information may be used to help F4YP to discharge its obligations as an employer, eg so that F4YP may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by F4YP for the duration of the successful applicant's employment. All information retained on employees is kept confidentially on our HR Sharepoint Drive.

The same policy applies to any suitability information obtained about volunteers involved with F4YP activities.

F4YP will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].



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4.10 Ongoing Employment

F4YP recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all Personnel. F4YP will therefore provide ongoing training and support for all Personnel, as identified through the Annual Review/appraisal procedure.