



# Orchard Saturday Club

## Recruitment and Selection Policy

(November 2017)

Everyone working with children and young people, in educational and play settings, shares the objective of keeping children safe.

Orchard Saturday Club recognises this requirement and is committed to:

- providing a safe environment for children;
- identifying children and young people who are suffering or likely to suffer significant harm;
- taking appropriate action to make sure they are kept safe both at home and in our setting.

In order to achieve these objectives Orchard Saturday Club recruitment and selection procedures are designed to prevent unsuitable people working with children and to contribute to effective partnership between all those involved with providing services for children.

Orchard Saturday Club understands that in creating safe environments for children, it is essential for safeguarding and the promotion of children's welfare to be integral to HR management. Therefore, this policy has been developed using the statutory guidance provided in the DFE publication *Safeguarding Children and Safer Recruitment in Education 2010*.

### Roles and responsibilities

It is the responsibility of the Trustees to:

- ensure that effective policies and procedures are in place for recruitment of all staff and volunteers;
- monitor the Club's compliance with them.

It is the responsibility of Management to:

- ensure that the Club operates within the requirements of this policy and make sure all appropriate checks are carried out on all staff and volunteers;
- promote the welfare of children and young people at every stage of the process.

### Safer Recruitment



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Safer Recruitment is an online training package developed for management which aims to improve recruitment processes to help deter, identify and reject applicants who might be unsuitable to work with children. At Orchard Saturday Club a member of management and the Chair of Trustees have completed this training successfully. The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of our provision.

## **Pre-recruitment process**

The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- give applicants a clear understanding of the post and what is expected of the role;
- reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children;
- leave a positive image with unsuccessful applicants.

## **Recruitment**

All vacancies will be advertised to ensure the maximum possible number of suitable applicants.

## **Application form**

Orchard Saturday Club has a standardised application form which should be used by all applicants to obtain a common set of core data from all applicants.

## **Job Description and Person Specification**

Orchard Saturday Club provides applicants with an accurate job description and person specification for all posts. A person specification is a profile of the necessary requirements for the post at Orchard Saturday Club. These are required to be matched to an appropriate job profile to ensure suitability.

## **Short-listing**

Only candidates who meet the essential requirements identified in the person specification will be short-listed.

## **References**



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The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee that has been provided by the candidate.

Ideally, at Orchard Saturday Club references should be sought on all short-listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they may raise can be explored further with the referee, and taken up with the candidate at interview. At Orchard Saturday Club we use a standard reference template to obtain references and a formal letter to request a reference for a candidate.

## **Interviews**

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. At Orchard Saturday Club all potential candidates will always have a face-to-face interview with management.

## **Interview Panel**

Orchard Saturday Club always conducts interviews with two interviewers present and in some cases, e.g. for senior or specialist posts, a larger panel may be convened. At Orchard Saturday Club one interviewer will observe and assess the candidate, and make notes, while the candidate is talking to the other/s. Having a minimum of two interviewers present also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the interview panel should:

- have the necessary authority to make decisions about appointments;
- be appropriately trained;
- meet before the interviews to ensure it is clear which job is being appointed, whether there are any issues that need to be explored in interview and who will raise them, and that the correct assessment criteria are used.

In the event that a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to. In the event that this situation occurs, Management will involve the committee in shortlisting to ensure equal opportunities are given to all applicants.



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In addition to these factors, interviews at Orchard Saturday Club have pre-planned questions that aim to explore the following:

- the candidate's attitude toward children and young people;
- his/her ability to support our the Club's agenda for safeguarding and promoting the welfare of children;
- his/her current safeguarding knowledge;
- his/her views on managing challenging situations;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- the candidate will be asked if they wish to declare anything in light of the requirement for a criminal record check;

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

## **Conditional Offer of Appointment**

At Orchard Saturday Club, in line with Government guidance, an offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview);
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified after the interview);
- verification of professional status where required;
- a satisfactory enhanced criminal record check (DBS) plus, if the successful candidate has been recruited from, or worked overseas, a certificate of good conduct or criminal record check from that country's representative;
- satisfactory completion of a probationary period;
- verification of eligibility to work in the UK.

## **Discloser and Barring Service**



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Orchard Saturday Club follows the guidance provided by the Disclosure and Barring Service to determine who must be subject to a DBS check. Orchard Saturday Club may re-check eligible employees/ volunteers to confirm their ongoing suitability. Orchard Saturday Club is aware that the Protection of Freedoms Act 2012 defines who can and cannot be DBS checked.

If a DBS disclosure reveals information that a candidate has not disclosed in the course of the selection process, Management will liaise with the committee in order to follow relevant criminal record check guidance.

All checks should be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by criminal record check regulations);
- and followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where the candidate's criminal record check shows s/he has been disqualified from working with children by a Court; or, an applicant has provided false information in, or in support of, his/her application; or, there are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police.

## **Post appointment induction**

Orchard Saturday Club provides an induction programme for all newly appointed staff and volunteers. Inductions must be completed regardless of previous experience. New staff members will complete shadowing days for at least two sessions with either management or an experienced member of the staff team.

## **Volunteers**

Orchard Saturday Club understands that volunteers are also seen by children as safe and trustworthy adults. Orchard Saturday Club therefore adopts the same recruitment measures as it would for paid staff.

## **Review arrangements**

Annually.