

Stevenage Sporting Futures Team (SSFT)

Safer Recruitment Policy

Adopted by	September 2018
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Reviewed	December 2021
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Next Review Date	August 2022
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Reviewer Name	REGAN CAROLAN
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Review Job Title	Partnership Manager
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Safer Recruitment Policy

Introduction

Stevenage Sporting Futures Team (SSFT) strictly follows safe recruitment practices to ensure that all people working with the children in our care are safe and suitable to do so. When recruiting staff, SSFT will follow the procedures set out below. Volunteers are recruited in the same way as members of staff; who also hold a current DBS.

Advertising the vacancy

SSFT will advertise all vacancies, and any job advertisements, with a statement about our commitment to safeguarding children.

All advertisements will also include:

- A job description
- A person specification
- An application form

The application form includes:

- A declaration that all information is correct
- A section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned for any relevant offence
- A request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)

In order to be considered for interview, all applicants must submit an application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

Interview procedure

SSFT will notify all candidates selected for interview by letter. All candidates will be asked to bring the following items to the interview:

- Proof of identity, eg passport, driving licence or birth certificate
- Proof of address, eg recent utility bill (not mobile phone) or bank statement
- Proof of qualifications, ie the relevant certificates
- For non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act 2009)

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. SSFT will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc. All candidates will be given a task related to the job description so that they can be observed interacting with the staff and children. Only when all candidates have been interviewed and observed in a session will SSFT make the final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- Send them a written offer, which will clearly state that employment is subject to the receipt of suitable references, a clear enhanced DBS check and completion of a probationary period of 3 months.
- Contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.

- Initiate an enhanced DBS check for the candidate, if 16 or over.
- Ask the candidate to complete a health questionnaire.
- Notify any unsuccessful applicants.
- SSFT will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file, together with their returned DBS check.

When a new member of staff starts work at SSFT we will give him or her:

- SSFT's terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file.
- All of SSFT's Policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.
- SSFT will conduct a full induction programme with all new members of staff.
- All new employments are subject to successful completion of a three month probationary period.

DBS Checks

As an organisation working with children/young people SSFT are entitled to request a Disclosure and Barring Service (DBS) criminal record checks for this position, which is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) regulations.

New staff will only be allowed to work unsupervised with children when SSFT have received a satisfactory DBS check for them. If SSFT decide to allow a new member of staff to begin work pending the completion of their DBS check, SSFT will complete a risk assessment and they will not be allowed unsupervised access to the children until their clear DBS check and certificated has been received, seen and reviewed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

DBS checks for all staff will be updated every three years. Information about the status of DBS checks for all staff is kept on our Central DBS Record form and on the Breathe HR website.

DBS update checks will be completed a minimum of every three years, of which SSFT will pay the cost.

Disqualification

SSFT will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified, we will terminate their employment.

**SPORTING
FUTURES TEAM**