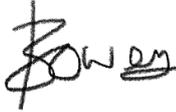




## Safe Recruitment Policy

### Revision history

Date approved or amended	Amendments	Signature	Amendments needed
31 <sup>st</sup> January 2023	Added revision history General Layout to look same as other updated policy's	 Leah bowers	Re-issue to all.

Chairperson contact, Scarlett Anstee-parry = [sanstee-parry@stowmarketsaturdayclub.co.uk](mailto:sanstee-parry@stowmarketsaturdayclub.co.uk)

General Manager Contact, Leah Bowers-07920714611 [leah@stowmarketsaturdayclub.co.uk](mailto:leah@stowmarketsaturdayclub.co.uk)

### Purpose and scope

Stowmarket ASD Saturday Clubs is committed to safe guard and protect all young people attending and linked to the club. We follow robust safe recruitment practices to ensure that all Committee, volunteers and staff employed are safe and qualified to work with vulnerable young people. We aim to identify unsuitable people coming into contact with our young people and team members.

When taking on a new member of the team we will follow the procedures set out below ensuring we follow our duty of care to ensure the safety of the young people in our care.

### Advertising the vacancy:

We advertise a large percentage of our jobs on advertising sites including a deadline of application and a statement about our commitment to safeguarding our members.

A small percentage of jobs may be offered in-house due to an existing member receiving a promotion or an increase of hours.

### Initial Enquiry:

Upon enquiring about a vacancy, we will ask the applicant for an up to date CV and where possible we will send them a registration form including a Job specification and a Job description for post to be returned by a set date. If we have interested applicants who applied before but didn't make it through we will contact again to enquire about them re-applying.

### Selecting for an interview:

The clubs chairperson and or general manager will read through the candidates CV and registration form alongside the specification and job description. If the candidate has the qualifications, experiences and or showing passion or ability to train they will be invited to the interview process and asked for a reference contact.

### Interview Procedure:

Once we have a reference response we will notify all candidates selected for interview by email, phone or letter. All candidates will be asked to bring proof of identity.

The 1<sup>st</sup> Interview will be a formal talk with the clubs Chairperson and general manager (If one is unavailable another senior member of team will be asked to step in.)

All candidates will be asked the same set of questions and will have the same opportunities to ask questions about the organisation. We will then ask additional questions leading from their answers to discuss issues or gain more knowledge about their experiences. These will include questions linked to safe guarding, personal views and scenarios they might have come across in previous jobs.



The 2<sup>nd</sup> Interview will be a working interview where the candidate gets the opportunity to meet the members, staff and volunteers. Allowing us the opportunity to observe them in the role and witness their interactions with others. Where appropriate we will ask the members about their views of the applicant as they may be able to offer a different perspective.

Only when the club chairperson and general manager can make a fair decision will the process end! If they have more than one candidate they would like to appoint then we will arrange a 3<sup>rd</sup> interview asking the team of staff & Volunteers for their feedback on the working interview.

### **Appointing a new member of staff**

#### *Flexible working hours*

We understand that personal situations can change at any point and that this may affect their ability to be able to carry on with their agreed hours. We will work with the employee to try and adapt their job descriptions where possible. This will then be reviewed within an agreed time period to assess the effectiveness for the staff member and our service.

#### Wages

In line with the Equality Act 2010 Female and Male staff receive equal pay, we assign individual wage levels with regards to role, level of experience and Training.

#### Working with a disability and or injury

We are an anti-discriminative organisation, When recruiting we have due regard consciously think about the equality duty in our decision making.

We understand that an employee can become unwell or injured during their employment with us, we will work with this individual and adapt their job description where possible making reasonable adjustments to accommodate them always thinking about their best interest and the service we provide for the young people. This will then be reviewed within an agreed time period to assess the effectiveness for the staff member and our service.

#### Working alongside a relation or partner

Within our committee we have trustees and signatures, they discuss situations, take votes and agree how the clubs money will be spent. Our clubs policy is that only one family member can become a signature and the family links will be taken into consideration within these situations.

We would not discriminate against an existing staff member's relation or friend applying for a job but at the same time they would not receive special consideration.

We understand that spouses may become involved within the organisation or a relationship may develop between volunteers, staff or committee members within the clubs. Each individual case will be discussed and assessed in a professional and confidential way. Where appropriate we will encourage each party to work within different groups to eliminate outside situations to be brought along to a session.

### **Induction**

When a new position is appointed this will be will be subject to

- 2 written reference checks,
- Enhanced DBS Check, (under 16 volunteers never left alone with members)
- Signing to say if they have convictions, cautions, reprimands or final warnings that are not "protected" as defined by the rehabilitations of offenders Act 1974 (Exceptions) order 1975 as amended 2013 (Not included in DBS Check)
- ID check to establish their right to work in the UK
- Completing safe guarding training and other training needed for their role,
- Professional qualification check and certificate log
- Reading all policies and procedures and agreeing to follow them.



- Reading risk assessments and individual behaviour and care plans relevant to their role.
- Budding system within sessions and shadowing to monitor their performance.
- 3 month trial period to allow them and ourselves to ensure the role is right for them.

#### *After 3 months*

We will talk with the staff members to gauge their views of their performance, speak with team members that work alongside them and general manager or lead staff which is more suitable to report on their performance and interactions will share these opinions with the staff to help shape their performance going forward. If needed an arranged new target date set for a follow up. Only when each party is happy and the team member has settled in well the induction will be closed. If it appears that they haven't settled in well and they decide that it's not the right fit for them or we feel that maybe a different role or a different setting might be easier this will be dealt with sensitively and professionally.

We will work with each new team member sharing our techniques and systems. Providing support and feedback at the end of sessions to ensure we are being fair and honest throughout the process.

We know that safer recruitment process alone is not enough to safe guard the young people. Our DSL Attend regular additional training and serious case reviews to help us maintain and in bed safe guarding in all areas of practice to help prevent and detect inappropriate abusive behaviours and cultures.

After induction we will be monitoring performance and encourage self-performance checks. We aim to carry out appraisal yearly and work closely with team members delegating jobs and ideas to them through the session linking to young people's ideas. Using personal hobbies and interest to shape sessions and our support for the young people.

We have a whistle blowing system to encourage all staff to be vigilant and aware of everyone working around them and their techniques. If someone/something worries you. It must be reported!

#### **Training**

At least one member who completes the interviews will have attended a safer recruitment training. Everyone involved with the club has attended safe guarding training and updates 2 yearly. The club has 2 Trained DSL and 1 deputy to work as a team to monitor and enforce all practices.

Designated Safe guarding Lead, Leah Bowers 07920714611 [leah@stowmarketsaturdayclub.co.uk](mailto:leah@stowmarketsaturdayclub.co.uk)

**Please follow on to our:** (Should be available in the same folder or on request)

#### **\*Child protection and safe guarding policy**

This will include information on how else we promote safe guarding within the sessions, how to report a concern and other DSL Contact details and how to log a complaint.

This also includes how we will manage an allegation and contact Suffolk LADO 0300 123 2044

\*Whistle blowing policy

\*STAFF APPRAISAL, SUPERVISION AND DEVELOPMENT POLICY

\*Disciplinary procedures

To provide more information regarding how we strive to promote safe guarding within our practice.

This policy was updated 31<sup>st</sup> January 2023 by Leah Bowers General Manager