



Safer Recruitment Policy

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Author / Checked	CFL
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1. Introduction

Future Men (FM) is committed to ensuring that all possible steps are taken to recruit staff and volunteers who are safe to work with our children/adult service users and have their welfare and protection as the highest priority.

2. Aims

FM will protect our service users from coming into contact with people with the propensity to cause harm by:

- Creating, maintaining and effectively communicating the processes in place to ensure that only those individuals suitable for working with young people and vulnerable adults are appointed;
- Conducting rigorous recruitment checks;
- Verifying the applicant's identity;
- Obtain professional and character references;
- Performing checks on the applicant's qualifications and employment history;
- Performing checks on the online activity of any candidate shortlisted for interview. Notifying the candidate that we will be conducting such checks in line with the advice of Keeping Children Safe In Education 2023;
- Hold a face-to-face interview with at least one member of staff who has up to date training in safer recruitment (not older than three years);
- Ensuring that all adults in regulated activity with children and vulnerable adults have been DBS checked and that checks are conducted on a three yearly basis

3. Advertising

When any form of advertising is used to recruit staff or volunteers, we will ensure that the following information is included:

- The aims of the organisation and, where appropriate, the specific programme involved;
- A detailed role description and person specification that includes the qualities, qualifications and standards required of the successful candidate
- Details of the recruitment checks to be performed
- Notification that FM is an equal opportunities employer
- Notification that FM is a Safer Recruiter, operating in accordance with child protection and safeguarding standards

4. Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities
- a person specification which clearly states qualifications and experience required
- an application form
- a self-disclosure form (see *Recruitment of Ex-Offenders Policy*)

5. Application Forms

All applicants, whether paid or voluntary, full time or part time, will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.

6. Shortlisting

Short-listing of candidates will be against the person specification for the role and carried out by a minimum of two fully trained staff members.

7. Interview process

Interviews will be carried out by a minimum of two staff members, at least one of whom will have up to date safer recruitment training and will always be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people;
- Explore their attitude and their motivations for applying for the role;
- Explore any gaps in work history;
- Check the candidate's identity.

8. References

Contact details of two written references (not relatives) are required, one of which should be the most recent previous employer. References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone. A reference provided by phone only will not be accepted. References will be sought directly

from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk
- The candidate's suitability for this post.

All appointments are subject to satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and / or barring check will be undertaken.

9. Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation. See our policy *Recruitment of Ex-Offenders* for more information.

10. Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. The letter will specify full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, the applicant will then be asked to complete a criminal record self-disclosure form.

The applicant will be informed that the appointment is subject to the following checks:

- Right to work in the UK
- Satisfactory DBS certificate
- Two references
- Checks on applicant's qualifications and employment history

- Performing checks on the online activity of any candidate shortlisted for interview

Having a criminal record does not automatically prevent you from working with or for the organisation.

11. Induction

All staff and volunteers will undergo a formal induction, which will cover the organisation's Safeguarding and Child Protection Policy and Procedures and Data Protection Procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

12. Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistle-blowing.
- All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

13. Probation period

All new staff will be subject to a probation period of six months. This may be extended if the post holder fails to meet the objectives of their probation. The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

14. Associated Future Men Policies

This policy should be read in conjunction with our policies on:

- Recruitment of Ex-Offenders
- Safeguarding Policy

These can be found on our [website](#)

15. The Seven Characteristics of Positive Masculinity

	Resilience	Able to recover when things go wrong
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	Inclusiveness	Open to include all different people
	Reflectiveness	Learning from things that happen to you
	Empathy	Caring for others
	Resourcefulness	Able to make the best of what you have
	Curiosity	Interested in the world around you
	Non-violence	Can solve problems without hurting others

