

OLLY/FFFJ Safer Recruitment Policy

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

Attract the best possible applicants to the vacancies.

Deter prospective applicants who are unsuitable to work with children or young people.

Identify and reject applicants who are unsuitable to work with children and young people.

Our designated safeguarding co-ordinator has attended accredited training in safer recruitment to sit on the interview panel.

Inviting applicants

Advertisements for all posts will read the statement:

OLLY/FFFJ is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminals Records Bureau check.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- Safeguarding policy
- Safer recruitment policy
- The selection procedure for the post
- An application form.

All prospective applicants must complete an application form in full.

Short listing and references

Short listing of candidates will be against the person specification.

References will be taken up prior to interview.

References will be sought directly from the referee. References or testimonials will never be accepted directly from the candidate.

Where necessary referees will be contacted by telephone or email to clarify any discrepancies. A detailed written note will be kept of these exchanges.

Where necessary previous employers who have not been named as referees will be contacted to clarify any discrepancies. A written detailed note will be kept of these exchanges.

Referees will be asked specific questions about the candidate's suitability for working with children and young people, any disciplinary warnings including time expired warnings that relate to safeguarding children, the candidate's suitability for the post.

Employees are entitled to see and receive, if requested, copies of their employment references.

The Selection processes

Selection techniques will be determined by the nature and duties of the vacant post. But all applicants will require an interview.

Interviews will always be face to face. Telephone interviews may be done at the short-listing stage but will not substitute face to face interviews.

Candidates will always be required: to explain satisfactory gaps in employment, to explain satisfactorily any discrepancies available to recruiters, to declare any information that is likely to appear on a CRB disclosure and to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required:

- To provide proof of identity
- To complete a DBS Check and receive satisfactory clearance.
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK.

Induction

All staff new to OLLY/FFFJ will receive induction training that will include safeguarding and safe working practices. New recruits are given a 6-month probationary period when appointed. During this time, they will have regular meetings with their line manager