



COMMUNITY
SPORTS
FOUNDATION

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SAFER RECRUITMENT POLICY

Date of Next Update: September 2024

Scope

This policy applies to all Norwich City Community Sports Foundation (“Foundation”) colleagues, including those on zero-hour, fixed hours or temporary contracts.

All recruiting managers should refer to the Foundation’s Recruitment Process. For a copy of this, speak with the recruitment team (csfreruitment@norwichcitycsf.org.uk)

This policy supersedes any previous policies prior to its issue date.

Policy Statement

Safer recruitment is central to the safeguarding of children, young people and adults at risk. As an organisation which employs staff and volunteers to work with children, young people and adults at risk we have a duty to safeguarding and promote their welfare. This includes ensuring that the Foundation adopts safe recruitment and selection procedures which prevent unsuitable persons from gaining access to children, young people or adults at risk.

This guidance is based on current legislation, guidance (including the ‘Keeping Children Safe in Education (KCSIE)), and best practice and aims to promote consistent practice across the Foundation.

The principles of safer recruitment are included in the quality assurance for partnership work and contracts include a termination clause which explicitly mentions safeguarding.

Definitions

‘Children / Child’ refers to any person under the age of 18

‘Young People’ refers to any person aged between 14 – 17 years

‘Adults at Risk’ refers to any person who is aged 18 years or over and at risk of abuse or neglect

‘Staff or Volunteers’ refers to any person who is employed, commissioned or contacted to work with or on behalf of children, young people or adults at risk, in either a paid or unpaid capacity.

Recruitment and Selection Process

1. Creation of role profile, including job description and person specification
2. Advertisement of role

3. Receiving applications via the 'apply online' button
4. Shortlisting for interview
5. Interviews
6. Pre-employment checks for successful candidate
7. New starter inductions
8. Probation reviews

Policy and Procedure

Safer recruitment practice means giving due consideration to safeguarding arrangements at every step of the recruitment process.

Information for Candidates

The job should include the following:

- The Foundation's statement of commitment to Safeguarding, and Equality, Diversity and Inclusion
- Reference to the requirement for the successful applicant to undertake additional compliance requirements, such as a criminal record check where applicable
- Specific details of the job: contract length, reporting manager and job purpose etc
- Overall objectives of the role in the wider Foundation landscape
- Role specific responsibilities
- Knowledge, Skills, Attributes, and Person Specifications
- Application details, including closing date and interview date

Application Form

The use of an application form is considered best practice, and mandatory for roles which fall within regulated activity.

The application form will capture a common set of core data which includes:

- Identifying details of the application including current and former names, current address and National Insurance number
- A statement of any academic and/or vocational qualifications with details of awarding body and date of award
- A full history in chronological (from earliest to latest) order since leaving secondary education, including any periods of any post-secondary education/training and part-time and voluntary work as well as full-time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment
- Details of referees (this cannot be family members, including spouses or friends of less than 10 years)

- A statement of the skills and abilities and competencies/experience that the applicant believes are relevant to their suitability for the post and how they meet the person specification
- An explanation if the post is exempt from the Rehabilitation of Offenders Act 1974
- Requested candidate information about any previous – including, where appropriate, spent – convictions, cautions, reprimands, warnings or bind-overs.
- Warner safeguarding questions

Shortlisting

The same selection panel should both shortlist and interview the candidate. At least one member of the panel should have undertaken safer recruitment and selection training.

All application forms should be scrutinised to ensure:

- The information is consistent and does not contain any discrepancies
- Gaps in employment/training or a history of repeated changes of employment are identified, so that these can be explored further at interview
- There will be a specific question at interview to raise any concerns highlighted from the checks above will be questioned in the interview

For a role that is outside of regulated activity and where CVs are considered an application form of application, efforts should be made by the interview panel to cover any gaps in employment and anomalies within the information provided.

When shortlisting, if a candidate has declared that they have a disability and require reasonable adjustments to attend the interview, this should be recorded and accommodated. If a candidate has a disability that would place them at a substantial disadvantage because of working arrangements, the Foundation is legally required to consider any reasonable adjustments that could be made upon appointment.

References

It is Foundation policy to ensure that two satisfactory references are received for any candidate.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. A reference pro-forma will be used for this purpose. It will cover dates and positions of employment, competencies, previously disciplinary history and a safeguarding declaration.

If the employer's policy is to only provide a factual reference, attempts should be made to achieve a response to the safeguarding declaration in particular. The Foundation includes a 'yes / no' question around suitability to work with children.

References should be from either your most recent / current employer **or** your educational institution (on headed paper) if you are in full-time education.

We **cannot** accept references provided by family members. If you are unable to provide suitable references you must speak with the recruitment team who will liaise with the safeguarding team.

Where an applicant is not currently working with children or adults at risk, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.

A copy of the job description and person specification should be included with all reference requests.

On receipt of the reference, the information within should be scrutinised to ensure that it aligns with the information given by the candidate.

Interviews

The interview should assess the merits of each candidate against the job description and person specification, and explore their suitability to work with children, young people or adults at risk.

The interview should stress the identity of the successful candidate will be checked thoroughly and, that where a Disclosure and Barring Service check is appropriate, prior to appoint there will be a requirement to complete an application for a Disclosure and Barring Service disclosure.

All candidates should bring with them documentary evidence of their right to work in the UK and their identity to their interview. If attending virtually, original documents should be seen and securitised before employment commences. Evidence should be as prescribed by UK Visas and Immigration and the Disclosure and Barring Service.

Candidates should bring documents confirming any education and professional qualification(s). The Foundation will accept the PDF version via email of FA qualifications as these are no longer provided as hard copies. Also, if applicable, candidates should bring documentation of registration with any appropriate professional body.

The interview panel must consist of at least two members of staff, one of whom must have an understanding of Safer Recruitment. The members of the panel should:

- Meet before the interview to agree their assessment criteria in accordance with the person specification and to prepare a list of questions they will ask all candidates relating to the requirements of the post

- Identify any issues they wish to explore with each candidate based on the information provided in their application form and in the reference
- Provide notes of the applicant's interview answer to be stored (by Foundation's Operations Team)

The interview should also explore issues relating to safeguarding, including:

- Motivation to work with children, young people and adults at risk
- Ability to form and maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority

Conditional Offer of Appointment

An offer of appointment to the successful candidate should be conditional upon:

- Reception of at least two satisfactory written references
- Verification of the candidate's identity
- A satisfactory Disclosure and Barring Service Disclosure at the appropriate level for role
- Evidence of right to work in the U.K.
- Verification of qualifications

All checks should be:

- Confirmed in writing and stored on the individual's personnel file
- Documented and retain on the personnel file (subject to restrictions on the retention of information imposed by Disclosure and Barring Service regulations)
- Follow up where they are unsatisfactory or where there are discrepancies in the information provided.

Disclosure and Barring Service Checks

This policy should be read in conjunction with the Foundation's 'Recruitment of Ex-Offenders' policy.

Due to the child-centric nature of the charity, all staff will be asked to complete a Disclosure and Barring Service Check. The check level of this will be dependent on the person's role.

If you have not lived permanently in the United Kingdom for more than 5 years, you will be required to obtain an overseas police check from the relevant countries.

Criminal Record

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

The Foundation must make a judgement about suitability, considering only those offences which may be relevant to the post in question. In deciding the relevance, the following should be considered:

- The nature of the appointment
- The nature of the offence
- The age at which the offence took place
- The frequency of the offence

Anyone who is barred from work with children or adult at risk is committing an offence if they apply for, offer to do, accept or do any work constituting Regulated Activity (see the DBS information [here](#).)

Where an internal staff member applies for and is successful in obtaining a role which requires a differing Disclosure and Barring Service check, this check will be undertaken in line with the role requirements.

Post Appointment Induction

The Foundation has an induction programme for all staff and volunteers. It is essential that all members of staff, regardless of role, receive safeguarding training and are aware of local reporting procedures for any safeguarding concerns.

Monitoring

Monitoring of both the recruitment process and induction arrangements will allow future recruitment practices to be better informed. It should cover:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new staff at safeguarding CPD events

Supervision and Staff Review and Development

Staff reviews are important elements in ensuring safe practice. They should:

- Ensure staff are up to date with current safe practices
- Identify areas of development
- Openly address any concerns about behaviour and attitudes

Training

All those involved in recruitment and the selection of staff, including recruiting managers, will undertake safer recruitment training provided by statutory partners or regulatory footballing bodies.

Data Protection (GDPR)

All information will be held in a secure place which can only be accessed by the recruitment team.

Foundation's Associated Policies

Recruitment of Ex-Offenders

Equality, Diversity and Inclusion

Data Protection

Safeguarding Policy

Staff and Volunteer Code of Conduct

Policy Issue Date **September 2022**

Date of Next Update **September 2024**

This policy is due for a general review on the above date. They may however be reviewed and updated earlier, in the event of a change in Foundation requirements, or relevant legislation.

