Fairfield Farm Trust

Charity No. 273924

Safer Recruitment Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P025	November 2019	November 2021	Director of HR & Workforce Dev.

'Providing outstanding opportunities for people with learning difficulties to be successful'

Safer Staff Recruitment Procedures

1. Fairfield Farm Trust (FFT) is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All members of staff, regardless of their post, share in the responsibility for protecting students, keeping them safe from harm whilst they are attending any area of the Trust and for reporting any concerns about a young person's welfare. At any time that a formal interview takes place, two managers (one of which will be Safer Recruitment trained) will be in attendance and questions on safeguarding will be asked during the interview.

2. These recruitment procedures are intended to formalise the system and highlight safeguarding procedures already established by the Trust.

3. It draws upon the advice given in the documents 'Working Together to Safeguard Children 2018' and 'Keeping Children Safe in Education 2019'. Safer Recruitment is also one strand of safeguarding and promoting the welfare of children.

Safer Staff Recruitment Procedures

4. It is the intention of the Trust to undertake strict procedures in the recruitment of new staff to any post.

5. All posts will be advertised, internally, externally or both, according to the requirements of equal opportunities legislation

6. Application forms will ask for criminal convictions to be disclosed

7. Applicants will be shortlisted according to criteria relating to the person specification for the post

Interviews

8. Within the recruitment process all prospective employees will undertake a 3 stage interview to ensure their application meets with this Safer Staff Recruitment Procedure:

   Stage one
   An informal tour of the appropriate site with a manager. The manager will provide verbal feedback to the interview panel.
   Stage two
   An observed task that consists of working with a student for posts that include contact time and a desk based task. The observer will provide a written record of this observation.
   Stage three
   A formal interview with two managers which will include questions on safeguarding. The managers will provide a written record of the formal interview. A brief summary of the terms and conditions of employment are explained at the formal interview.

- Written records of the interview process will be kept in the personnel files of successful applicants.

9. The decision making will involve all staff who were part of the interview process and the decision to appoint will be based on feedback from the Interview Panel.

10. The successful candidate will be asked to attend an induction to complete the following elements which make up the routine recruitment procedure for all staff:

    - Completion of a Disclosure and Barring Service check (at enhanced level). The application will be completed online and proof of identification will have been seen and recorded.
    - Two satisfactory references (one verified).
    - It will be explained to the candidate that compulsory online Safeguarding and Prevent training must be completed before employment can commence. Certificates for these will be stored electronically.
    - Qualifications relevant to the post, will be photocopied and kept on file.
    - A written explanation of any gaps in the applicant's work history will be recorded and placed on the personnel file.
    - Documentary evidence of identity such as birth certificate, driving licence or passport so that the applicants identity can be confirmed. This confirmation is photocopied and placed on the personnel file.
    - All necessary policies will be issued electronically and signed for.
    - Any further information required e.g. proof of eligibility to work in the UK.
    - A photograph of the new member of staff will be taken and stored electronically.

11. A tracking system will be carried out to ensure that all of the above steps are completed, and that these steps are included in the recruitment of all staff no matter what their post may be.

12. New staff are permitted to begin employment before DBS clearance has been received but must be supervised by other staff at all times and not have unrestricted access to students.

13. Two satisfactory references (one verified) must be received before new staff are permitted to begin employment.

14. If a DBS result indicates that there is information on the successful applicant, or if applicants disclose a conviction, a risk assessment must be carried out to assess the potential risk to students. A clear understanding of what this information is, must be recorded.

    The outcome of the risk assessment may result in the termination of employment due to failure to comply with employment requirements. If this is not the case the risk assessment must be kept in confidential files.

15. Should the Trust discover that an applicant has made a false statement in attempting to gain employment, the employee may be suspended from duty without pay until such time as the matter is resolved to the satisfaction of the SLT who will seek advice from all relevant bodies.

Offer of employment

16. Successful candidates will be informed in writing of their employment offer. This offer of employment will notify potential applicants of the need to undertake pre-employment checks including an enhanced DBS.

Safer recruitment training

17. The HR Team, Designated Safeguarding Lead and a Trustee will attend accredited Safer Recruitment Training to ensure the recruitment, selection procedures and processes help to deter, reject or identify people who might abuse young people or who are unsuited to work with them as an essential part of creating a safe environment.

    The training will:

    - identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
    - consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
    - help participants begin to review their own processes and the Trust policies with a view to making them safer.
    - explain offender behaviour and risks posed by offenders to children and young people
    - define how safer recruitment fits with the wider context of safeguarding and promoting the welfare of children.

Advertising posts

18. All advertisements for vacancies will carry a safeguarding statement.

Applications

19. Job Descriptions for vacancies and the Trust's Safer Recruitment Policy are displayed on the Trust's website.

20. Applications are accepted strictly by application form only. Under no circumstances are CV's accepted.

21. Application forms include a full and thorough personal & employment history, personal and qualification information and must be signed by the applicant.

References

22. References are requested on a standard reference request form. They include a request for information regarding the suitability of the candidate to work with children and young people.

23. Two references are always requested after a position has been offered, (and where possible, one must be the most recent employer). One reference will be verified.

BY ORDER OF THE BOARD

Clair Beaty-Pownall
Director of HR & Workforce Development
November 2019