

59. Safer Recruitment & Induction Policy

The safeguarding of children should always be of paramount concern in the recruitment process.

Where vacancies exist and are not to be filled by the procedure outlined in the section in this Employee Handbook under ***Promotion***, it is FUNdays Club policy that vacancies will be advertised internally - by e-mail/posting on notice boards - in addition to any external advertising that may be required. Existing employees are to be encouraged to apply for vacant posts if they feel they have the requisite skills, qualifications and experience.

Equal opportunities: The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications when measured against the relevant key result areas and person specification. The guidelines detailed in FUNdays Club ***Equal Opportunities & Dignity at Work*** policy statement in this Employee Handbook will be followed at all stages of recruitment and selection.

Recruitment: All volunteers, employees, self-employed persons and subcontracted individuals are required to complete either an application form, casual worker form, self-employed form or subcontracting form provided by FUNdays Club - CVs will not be accepted. The form must be signed by an applicant to state that all contents are truthful and accurate.

Interviewing: Before interview, all candidates must produce documentation to prove their right to work in the UK. Line managers conducting recruitment interviews must ensure that questions asked of job applicants relate to the requirements of the job, and are in no way discriminatory or personally intrusive. The interview should focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question. Advertisements, whether internal or external, will encourage applications from all suitably qualified and experienced people. ***The interview process will also be used to ensure candidates are:***

- Of integrity and good character
- Have the skills and experience suitable for the work
- Are physically and mentally fit for work

If it becomes necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on stereotypical assumptions.

There will always be at least one member of staff trained in ***Safer Recruitment*** in all interview panels.

Selection criteria: The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job.

References: All employees and volunteers will be required to obtain two written references using the FUNdays Club template in accordance with Safer Recruitment guidance. A Director shall follow these up verbally to minimise the risk of fraudulent references. One of which must be from a previous employer (or, if this is the prospective employee's first job, their school teacher or higher or further education lecturer) and to ask for documentary proof of qualifications and eligibility to work in the UK. If the role involves working with children, one reference should be from a previous role involving interaction with children. Any offer of employment will be conditional on this documentation being satisfactory to FUNdays Club. Before references are taken up, the prospective employee's consent will first be sought by their signature on the application form. FUNdays Club will keep a central record detailing all checks made by FUNdays Club in accordance with OFSTED criteria and ***Safer Recruitment***.

With internal applications, a reference will be sought from the employee's line manager and FUNdays Club reserves the right for the relevant interview panel to access and view the employee's personnel file as part of the selection process.

Suspension from work where employment may be unlawful: FUNdays Club may suspend you from work where your employment may be unlawful because you no longer have, or appear to have, leave to remain or the right to work in the United Kingdom. Any suspension of this nature will be a neutral act and a temporary measure whilst your eligibility to remain and work in the UK is confirmed. FUNdays Club reserves the right for the suspension on this ground to be unpaid where it later transpires that you were not eligible to live or work in the UK during the period of your suspension. Any decision to suspend in these circumstances will be confirmed in writing within three working days.

Successful candidates will have to prove their identity before working at FUNdays Club, following the identification rules used in the Disclosure and Barring Service (DBS) check process. A copy of the identification documents will be held in a secure location and recorded within the Central Record.

Disqualification by Association: Disqualification “by association” is where an employee/staff member is living in the same household where another person who is disqualified* lives or works.

Disqualification means where the person is either on the Children’s Barred List, or has one of the wider disqualification criteria of:

- Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
- Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering;

***All staff, employees, volunteers - or anyone working at FUNdays Club on a regular basis - must complete a Declaration of Disqualification “by association” form to declare whether or not they are living with someone who is disqualified.**

Enhanced DBS Check (Disclosure and Barring Service): All volunteers, employees, self-employed persons and subcontracted individuals must produce an enhanced DBS or CRB check, which is no more than three years old, before being allowed to work with children at FUNdays Club in any capacity. All persons must also agree and complete an enhanced DBS check with FUNdays Club, or have an online up to date subscription shown to a Manger before being allowed to work with children alone. A new DBS check will be paid by the individual according to current legislation, although FUNdays Club reserves the right to pay for the initial check.

No copy of an enhanced DBS check shall be kept by FUNdays Club, but a record of the relevant details shall be held on the Central Record. Current staff are required to undergo a new enhanced DBS check every three years, or have paid to keep their DBS check up to date.

Safer Induction

Policy statement: FUNdays Club recognises that all new permanent and temporary employees, and existing employees who are promoted or transferred, will require adjustment in their new role. The Company aims to give support to these employees through an induction programme. All employees who are included in the programme will be given support throughout their induction. Below are the induction steps for new employees working with children, not employees who are promoted or transferred unless their previous role did not involve working with children.

Objectives of induction: The induction programme exists to ensure that all new employees understand:

- How the Company operates
- The work of the different departments
- The history and culture of the business
- The business plan and goals of the Company for the forthcoming years
- How their job role fits in with the other members of their department and the Company as a whole
- Their own targets and performance objectives up until the first formal annual appraisal
- How we Safeguard children
- What FUNdays Club means by an employee’s suitability to work with children

The induction may also be an opportunity to meet other new employees.

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Documentation and Administration Meeting Check – Stage 1: As a final precaution, staff, volunteers, subcontractors and all individuals will be asked direct questions concerning any disclosure that FUNdays Club should be aware about, which the person will be required to sign against. Staff will also be required to prove their identity (passport or drivers licence) and show an enhanced CRB check or DBS check no more than three years old. This must be carried out before staff are allowed to work with children - supervised or unsupervised. No unsupervised work with children can take place until Stage 2 of the Induction Process is completed. The contents of this handbook shall be summarised by a Manager and an opportunity to ask questions about the handbook provided. Child protection and Code of Conduct shall be a significant part of this meeting.

Second Induction Check – Stage 2: The second induction meeting is relevant to the position applied for and has been split into three categories: volunteers, staff and subcontracted individuals. All individuals must complete this induction before being left with children unsupervised. A manager will also provide the member of staff their induction handbook and explain the overview of induction. Please ask a Manager for a copy of the Induction Handbook.

Third Induction Check – Stage 3: On the first day of work, staff will be shown the '**New Employee - Quick Reminders Before You Start**' PowerPoint. This will re-cover key summary points in relation to: Uniform, General Housekeeping, Mobile Phone Use, First Aid, Fire Procedures, Code of Conduct, Child Protection and Meet and Greet.

Fourth Induction Check – Stage 4: Half way through the 28 day induction period, staff will be shown the '**New Employee – End of 14 working days PowerPoint.**' Staff will be asked questions relating to Stage 3 and be expected to answer the questions. If staff cannot answer the questions at this stage, it will be repeated until staff are competent. If concerns arise during this period, which cause concern for allowing the staff to continue working this will be shared with the staff member before Stage 5. Also during this period, employed staff will undergo a standard induction programme with regular 1:1 meetings with their line manager. It is recognised that some staff due to their position or needs might need a bespoke induction programme. Therefore, standard induction programme order or content might be adjusted.

Fifth Induction Check – Stage 5: Employed staff will have a formal 28 day review meeting whereby their contract will be discussed and the induction process reviewed. If there are any outstanding induction points, a member of staff will have their induction extended. Any extension of induction will be recorded in the induction handbook and signed by both the member of staff and line manager. Staff will have the opportunity to feedback to the organisation their experience of the induction process. The individual's line manager will set 3 month targets for the 6 month probationary period if induction has been passed; this will be in addition to the probation programme of learning. It is recognised that some staff due to their position or needs might need a bespoke probation programme. Therefore, standard probation programme order or content might be adjusted.

Sixth Induction Check – Stage 6: A formal three month review will take place whereby stage 5 targets will be reviewed. New targets will be chosen for the final 6 month review of probation. At this point, 1:1 meetings with line managers should focus on the set targets and not standard probation points. If there are any issues or concerns, these should be addressed at this meeting.

Seventh Induction Check – Stage 7: A formal six month review will take place for staff whereby Stage 6 targets and probation learning points will be reviewed. FUNdays Club reserves the right to extend probation if any of these targets or probation learning points have not been met. The staff member and line manager will sign against this extension. New targets will be chose for the annual review in 6 months' time if probation is passed.

Final Induction Check: Employed Staff will complete a formal annual review, which will be cycled thereafter annually.