



## Safer Recruitment & Selection Policy

### **Policy Purpose**

The purpose of this policy is to:

- Achieve a consistent and equitable approach to recruitment and selection.
- Safeguard children and adults at risk. Priority has been given to the recommendations from the DoFE guidance document 'Keeping Children Safe in Education (2019).
- Aim to deter, identify, and support Burton Albion Football Club (BAFC) to reject people who may be unsuitable to work with children and vulnerable young adults. Safer recruitment practices are considered at every stage of the recruitment process.
- Seek to eliminate discrimination and promote equal opportunities in employment, thereby enhancing the quality and range of people employed by BAFC.
- Ensure that staff are recruited based on their ability.

### **Scope**

This policy will define the approach that should be used by all staff and trustees involved in a recruiting procedure.

### **Policy Statement and Guiding Principles**

Burton Albion Football Club (BAFC) seeks to constantly improve performance as an organisation. To make this a reality, we need to recruit from the widest pool of talent.

BAFC aims to attract people from diverse backgrounds, skills, and abilities, who will enhance the quality of the service BAFC provides.

BAFC will endeavour to provide opportunities for development and career progression to current employees and will normally advertise vacancies both internally and externally.

To achieve these objectives BAFC will:

- Ensure that every manager regularly reviews the organisation of their department and the job responsibilities and roles of the individuals within it. This will be completed through the individual performance review process when a vacancy arises and at regular budget planning meetings.
- Ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (job sharing) to attract a wider range of candidates.
- Endeavour to reach under-represented groups and ensure that discrimination does not take place at either the application or selection stage. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.
- Ensure that all candidates with a disability that meet the minimum requirements as detailed in the job description and person specification will be guaranteed an interview.





- Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice and ensure that reasonable adjustments are made to the recruitment process to ensure that no candidate is disadvantaged.
- Ensure the process is user friendly and carried out to the highest standard.
- Ensure that the selection criteria are published at the onset of the process and are consistently applied.
- Ensure that all employees are aware they must declare a conflict of interest as soon as they are aware of a close personal or familial relationship with the applicant and then avoid any involvement in the decision-making process.
- BAFC does not make payment for interview expenses.
- All pre-employment checks must be recorded on BAFC's single central record in line with the guidelines published in 'Keeping Children Safe in Education'. Documents verifying the employee's identity, right to work and required qualifications shall be retained on their HR file.

### **Complaints**

Complaints from internal or external candidates will be investigated by the Commercial Director and will be responded to within 14 days.

Any acts of discrimination and/or abuse of the recruitment process by BAFC employees may be treated as a disciplinary offence, which will be considered under the disciplinary procedure and could result in dismissal.

### **Monitoring and Evaluation**

This policy will be monitored through:

- Feedback from applicants.
- Staff turnover – reasons for leaving.
- Feedback from selection panels.

This policy will be reviewed annually or when changes in legislation, best practice indicate/dictate.

### **Safer Recruitment Process**

BAFC's recruitment procedure is well-planned and structured which is vital in ensuring the best person is recruited for the role and to determine whether someone is suitable to work with children. All information gathered during the process will be thoroughly checked at every stage. BAFC recognises the need to safeguard children and this is considered throughout the recruitment process.

### **Safe Practice in Recruitment**

Safer practice in recruitment means that the safety and welfare of the participant is paramount at every stage of the process. BAFC starts with detailed planning of the recruitment exercise, where the post is advertised, ensuring that the advertisement makes clear BAFC's commitment to safeguarding and promoting the welfare of children. BAFC also adopts a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

Key elements within this process include:





- Ensuring the job description for all posts/roles refers to the responsibility for safeguarding and promoting the welfare of children.
- Ensuring that the person specification for all posts/roles includes specific reference to suitability to work with children.
- Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any gaps, discrepancies or anomalies.
- Obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns.
- A face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post.
- Verifying the successful applicant's identity.
- Verifying that they have the Right to Work in the UK (where employed).
- Verifying the successful applicant's qualifications.
- Checking his or her previous employment history and experience.
- Carrying out an Enhanced Disclosure and Barring (DBS) check for roles in "regulated activity".
- Where adults do not have a specific role working with children, but are likely to be in contact with children during their work, the safer recruitment practices still apply.
- Ensure that at least one person on the selection panel has completed up to date safer recruitment training.

### **Commitment to Safeguarding Principles**

A commitment to safeguarding and promoting the welfare of children is embedded in all relevant BAFC policies.

The statement below will also be included in all:

- Advertisements
- Publicity, information and websites
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction and other staff training materials

***'Burton Albion Football Club are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.'***

### **Planning and Advertising**

BAFC will be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate. These requirements will be set out in the advertisement for the post to prevent unwanted applications.

BAFC will plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not skimmed or overlooked.

The time and effort spent in this stage of the process will help minimise the risk of making an unsuitable appointment and deterring those who may present a risk to children and young people.

When a vacancy is advertised, the advertisement will include a statement about the employer's commitment to safeguarding and promoting the welfare of children and young people. If the individual





is working in “Regulated Activity” reference will also be made to the fact that all applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications.

All information given to applicants will highlight the importance placed by the organisation on a rigorous selection process and that the duty to safeguard and promote the welfare of children and young people is everybody’s responsibility.

BAFC may use several options to generate interest from individuals outside the organisation including placing adverts in newspapers, on-line job boards, BAFC’s website and LinkedIn.

On occasions BAFC may depart from advertising all vacancies to the public. This will only be done where there is a good reason and has been agreed by the Commercial Director.

Unless exceptional circumstances apply all posts will be advertised internally. Every effort will be taken to explain the reason for not advertising internally where this is appropriate.

All advertisements will be designed and presented to ensure that the widest range of high-calibre candidates are attracted.

Advertisements must be non-discriminatory and include BAFC’s commitment to diversity and safeguarding of children and adults at risk.

The advertisement together with the job description, person specification and any further specific information will be made available on BAFC’s website.

### **The Application Form**

The single most important principle BAFC applies in any appointment decision is to search for and appoint the best person. All roles working with children and young people should require applicants to complete BAFC’s Application Form.

If an individual has a conviction, caution or bind-over then they will be asked to attach details of their record in a sealed envelope marked confidential. This gives the applicant an opportunity to flag up something that may not be relevant in a confidential way. It also encourages the applicant to be open about any issues so that, if necessary, it can be discussed with them either prior to or at interview, rather than having to wait for a DBS disclosure.

The declaration demonstrates that BAFC takes safe recruitment seriously. Having a written declaration means that if successful candidate has misled the organisation about his or her criminal background, it is easier for the police, regulatory agency, or organisation to act against the person. The signed statement will also confirm that all information provided on the application form is true.

For on-line applications, arrangements will be made for the candidate to sign a declaration when attending an interview

### **The Job Description**

Once a post becomes vacant or a new post is created, the job description should be reviewed to ensure compliance with this safer recruitment policy. This applies whatever the level of responsibility or duration of the appointment.

The job description will clearly state:

- The main duties and responsibilities of the post;





- Whether the role is working in “*Regulated Activity*” and therefore subject to an Enhanced DBS disclosure
- The individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or are in contact with

### **The Person Specification**

The Person Specification is supplementary information to the job description and lists essential and desirable criteria for the post.

### **The Application Information Pack**

The application pack will include a copy of:

- The application form; and explanatory notes about completing the form
- The job description and person specification; and explanatory notes on how the requirements of each will be tested and assessed during the selection process. For example: In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including their:
  - motivation to work with children and young people
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - emotional resilience in working with challenging behaviours; and
  - attitudes to use of authority and maintaining discipline.
- Relevant information about BAFC and the recruitment process, and other relevant policies such as a Child Protection Policy Statement.
- Any specific terms and conditions relating to the post.
- General policy and practice in relation to safeguarding and promoting welfare.

The application pack will also make it clear to potential candidates that:

- An Enhanced DBS Disclosure will be required for any post in “*Regulated Activity*”.
- Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

### **Scrutinising and Shortlisting Applications**

At least three people will be involved in the process of scrutinising applications and short-listing candidates. An objective approach will always be taken and subjective judgments avoided. Three people will also mean that it is much less likely that any key information or gaps in employment will be missed if individuals separately scrutinise the applications.

All applications will be checked to ensure that they are fully and properly completed, that the information provided is consistent, does not contain any discrepancies and to ensure that any gaps in employment are identified. Incomplete applications will not be accepted and will be returned for completion. Any anomalies or discrepancies or gaps in employment identified will be noted so that they can be taken up as part of the consideration of whether to short - list the applicant. As well as obtaining reasons for gaps in employment, the reasons for any repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to temporary work should also be explored and verified.





All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

### **References**

The purpose of seeking references is to obtain objective information to support appointment decisions. They will always be sought and obtained directly from the referee.

A reference will be obtained from the person's current employer and where the individual will be working in a '*Regulated Activity*' post this will be a role in which the applicant has worked with children. Where an applicant does not have current experience of working with children but has done so in the past, a reference will be sought from the relevant previous organisation.

Any offer of employment will always be subject to the receipt of satisfactory references. References will always be obtained in writing and telephone contact must be made with at least one referee (the most recent or relevant) to verify the reference.

References will also specifically request information on the applicant's suitability to work with children, details of any disciplinary procedures the applicant has been subject to including those where the sanction has expired.

BAFC will not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern". Consideration will be given to whether the referee has been very cautious in the information they have given and whether it appears to be an agreed reference. Verbal references are also not acceptable. If an employer says it is not their policy to provide references, the applicant will be asked to nominate another referee.

References must be obtained for all internal candidates.

Written records of any telephone conversations and where the issues are significant will be kept and more detailed information sought in writing from the referee.

Any information about past disciplinary action or allegation will be considered in the circumstances of the individual case.

### **Interview Process**

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children.

Notice of interview will wherever possible be a minimum of **five** working days with written notice of the procedure.

Candidates will be asked whether they have any specific requirements that need to be made for the interview or if appointed to the role. Reasonable adjustments will, where appropriate, be made under the Equality Act.

Interviews for candidates employed to work with children and adults at risk will include questions to explore their suitability to work in this context. This reflects the guidance on Safer Recruitment.

In addition to confirming the normal arrangements for interviews, the invitation to the candidate will explain how the interview will be conducted and the areas it will explore including suitability to work with children

The invitation will also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be.





The invitation will state that the successful candidate will be required to complete an application for a DBS Disclosure and asked to bring documentary evidence to verify their identity to satisfy DBS requirements.

Documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body will also be required from the successful candidate.

A copy of the documents used to verify the successful candidate's identity, right to work in the U.K and qualifications must be kept for the personnel file. These will be signed and dated by the person carrying out the checks.

### **Selection Panel**

The selection panel will consist of at least two people but preferably a minimum of three.

A panel of at least two people allows one member to observe and assess the candidate and make notes, while the candidate is talking to the other members. It also reduces the possibility of any dispute about what was said or asked during the interview.

### **Scope of the Interview**

In addition to assessing and evaluating the applicant's suitability for the post, the selection panel also explore:

- The candidate's attitude toward children and young people.
- Their motivation and reason for working with children.
- Their attitudes and behaviour about control and consequences.
- Their perceptions about the boundaries of acceptable behaviour towards children.
- Their ability to form and maintain professional relationships.
- Their general understanding of safeguarding of children.

His or her ability to support the organisation's agenda for safeguarding and promoting the welfare of children.

The panel shall also ask the candidate if they wish to declare anything considering the requirement for an Enhanced DBS Disclosure

### **Conditional Offer of Appointment**

Any offer of appointment to the successful candidate will be conditional upon the following (this will be stated at interview and in the offer letter):

- The receipt of at least two satisfactory references and discussion with at least one of these (the most relevant and recent) It is vital that they are obtained and scrutinised before a person's appointment is confirmed.
- Proof of the candidate's identity
- Proof of the candidate's right to work in the UK (see section on Identity and Immigration).
- A satisfactory Enhanced DBS Disclosure where they are working in "Regulated Activity".





***Verification of qualifications where they are a requirement of the post.***

**Induction**

There will be an organisational induction programme for newly appointed staff and volunteers regardless of previous experience. The purpose of induction is to:

- Provide training and information about the organisation's policies and procedures.
- Support individuals in a way that is appropriate for the role for which they have been engaged.
- Confirm the conduct expected of staff within the organisation.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.

Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme should include information about:

- Any written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, internet safety, child protection and safeguarding procedures and whistle blowing policy.
- Safe practice and the standards of conduct and behaviour expected of staff in the organisation.
- How and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, managing performance and whistle blowing.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the person's line manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme will also include child protection training as appropriate to the person's role.

The probationary period consists of two 3-month assessments. This is detailed in the Company Handbook and individual contracts.

**Volunteers**

Volunteers are subject to the same selection process and relevant DBS checks as paid employees. A copy of the volunteer process can be obtained from the HR Administrator.

