

Safer Recruitment

At FACE we are vigilant in our recruitment procedure, aiming to ensure all people employed to work with children are suitable to do so; this procedure is followed every time a new staff member is recruited.

Legal Requirements

FACE abides by all legal requirements relating to safe recruitment/suitable people as set out in the Statutory Framework and accompanying regulations, including a single central record of all qualifications and checks.

FACE follows any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks and is aware of its responsibility for informing the DBS of any changes to the suitability of their staff.

Advertising and Pre Interview

FACE will only use reputable newspapers, websites and local job centres to advertise for any vacancies which will include job description and person specification where possible. All potential staff members will have access to the equal opportunities and safer recruitment policies and procedures. They will be required to provide two independent references and will be informed that all employment is subject to obtaining an enhanced DBS check. For any staff that have lived or worked abroad there will be an additional criminal records check; FACE will follow the government guidance on this:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Interview Stage

Any suitable candidates will be shortlisted against a pre-set specification; all applicants will receive correspondence regardless of whether they are successful or not. Prior to an interview the shortlisted candidates will receive an equal opportunities form, a request for identification and a staff suitability form which includes a section on 'disqualification by association'. There will always be a minimum of two people present at every interview, one of which must be in a managerial position and/or have completed the safer recruitment training. At the start of interviews, identification will be checked, including proof of eligibility to work in the UK. The interview will cover gaps in employment history.

All candidates interviewing for the same role will be questioned using the same set of criteria and questions. The questions will include all areas applicable to the role, including safeguarding children and an understanding of their legal requirements.

Candidates will be scored against their answers and their experience and qualifications.

Where appropriate, there will be a practical element to the interview whereby the candidate will take part in a supervised activity with a selected group.

Those who conduct the interview will select the most suitable person, based on a combination of the above; every candidate will receive communication on whether they have been successful with feedback being available on request to those that were unsuccessful.

Starting Work

When a candidate is offered a position, it is always subject to a minimum of two references from previous employers, or another acceptable alternative such as a tutor/professional reference.

These will be kept on their personal file moving forwards.

Successful candidates may be asked to provide proof of qualifications and to provide copies to be kept on their personal file.

Employment is also subject to a clear enhanced DBS check- no unsupervised work will take place until this is returned. There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:

- seriousness of the offence or other information
- accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
- age of the individual at the time of the offence or other information
- the length of time that has elapsed since the offence or other information
- relevance of the offence or information to working or being in regular contact with children.

All new staff are required to sign to state they have no criminal convictions, court orders or any other reasons that may disqualify them from working with children.

All new staff will go through an initial induction period, followed by ongoing support and checks throughout employment- information on this can be found in our Staff Induction and Development Policy.

Self-Employed and Head Hunted Staff

Due to the nature of the job roles (shift patterns, term time/school holidays) staff are often head hunted or self employed; where this is the case, staff will still be required to provide the following:

- A valid DBS coupled with photographic ID - if the potential employee does not already have one, FACE will obtain one for them.
 - 2 references as above.
 - Proof of qualifications.
- ALL staff will be required to complete online safeguard training as a minimum, and where work is deemed to be regular and/or is required to be a lead staff member, will also be required to complete online courses in FGM, CSE and Prevent.

All self-employed and head hunted staff MUST undergo a trial period of at least 8 hours (one full day or 3 after school sessions) whereby they will be supervised by a senior member of staff at all times - this will take place of an interview to ensure suitability.