



Young People Count – No: 1153050

Policy and Procedures

Safer Recruitment Policy

STATEMENT OF INTENT

Young People Count's aims are to attract, assess, appoint and induct its staff, volunteers and trustees according to the best candidates for jobs, to promote equal opportunity and to build a quality team to achieve its objectives.

Equal opportunities for all staff, volunteers and trustees

YPC seek to encourage applications from all sections of the community, especially those which are under-represented in its workforce.

All selection decisions will be based on skills, qualifications and experience. YPC recognises that apart from job related qualifications and experience, other knowledge and experience may be equally valid in the appointment of a team member and are particularly relevant in the case of people from groups which experience discrimination.

For paid staff, person specifications and job descriptions will be carefully drawn up. Volunteers and trustees will be interviewed in order to best explore what they can offer YPC and what in return are their needs and aspirations within the role. We work to ensure that criteria are relevant to the role, and that we do not discriminate on any grounds other than the ability to do that role.

Safer Recruitment principles

YPC are committed to the principles of Safer Recruitment for all employees. These comprise:

- A clear **job description** or role description and **person specification** will be provided which sets out what tasks the applicant will do and what skills are required.
- A **detailed CV** to ensure that the applicant is suitable for the post.
- A **request for references**, asking specifically about the applicant's suitability to work with young people.
- A completed **Confidential Self-Declaration Form** which will ask if there is any reason why the applicant should not be working with young people. If the applicant does not wish to complete the form, the application will not proceed.

- An **interview or discussion** with clear pre-planned questions with the applicant about their suitability for the role. This may incorporate pertinent information from the CV.
- A **DBS check** which will be required at the appropriate level. If the applicant does not wish to complete a DBS check, the application will be terminated.
- All potential employees will have to provide **Right to Work** documentation.
- The **decision** to appoint someone to paid work will be made by the Trustees. All posts will receive a letter of appointment which will include YPC's commitment to its employees and what it expects of them.
- An **induction** process including the relevant safeguarding training which will be updated every three years.
- A **probation** period so that both YPC and the successful applicant can see whether they are suited to the role. The person's role will be confirmed in writing at the end of the probation period.
- **Supervision and review** will be provided at regular intervals.

Appointment of paid staff

Person specification

The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the job. It will be used as a basis for selecting candidates to be shortlisted and for decision-making during the interview itself by providing known, appropriate, justifiable and agreed criteria.

Job description

The job description sets out the responsibilities, accountabilities and scope of the job and itemises some of its main tasks.

Advertising the job

The advert will be designed and placed to attract as wide a group of suitable applicants as possible. Care will be taken to ensure the language used does not discriminate unintentionally.

The advert should reflect the main elements of the job description and person specification and should include an outline of the duties and requirements, details of application, closing date, and our requirement for a DBS check.

YPC will also make provision for the job information to be available in accessible formats, if required.

The closing date for applications to be received will be clearly displayed.

Job information pack

Each applicant will be given the job description, person specification, and details relating to the post and asked to present a CV with covering letter stating why they are suitable for the role.

Dealing with applications

All applications should be treated as confidential. All applicants will be kept informed of any significant changes to the recruitment schedule.

Shortlisting

All applications received before the closing date will be considered.

Members of the shortlisting panel are obliged to declare an interest to the Chair of the selection panel if they do business with, are related to or are a close friend or partner of any of the applicants. The Chair of the selection panel will decide whether the panel member should withdraw or continue to be involved in the selection process.

An applicant's disability, irrespective of any need to adapt the building or facilities should they be successful, will not disqualify nor adversely affect the candidate's chances of being shortlisted or offered the post. This also applies where an existing employee has been newly disabled.

Each candidate's ability to meet the requirements of the job, as stated in the person specification, should be assessed using a simple scoring system.

Candidates shortlisted for interview will be notified in good time and will be asked if they have any special requirements for interview.

The interview

Interviews of staff will take place by not less than two persons, one of which will act as line manager of the new position and at least one other trustee.

The aim of the interview is to assess the applicant's suitability for the job in relation to the person specification. All candidates will be asked the same initial questions and allocated the same amount of time for their interview. Different supplementary or probing questions can be asked as appropriate depending on the response of the candidate to the initial question. Candidates may also be asked specifically about a matter arising from their CV, e.g. unexplained gaps.

Panel members must give the most careful consideration to their assessment of candidates. Each panel member is personally responsible for ensuring that they take adequate and legible notes of each candidate's interview.

All candidates will be asked about their commitment to equality and how they will ensure their work promotes this.

Any test will be relevant to the job description and justifiable against the criteria in the person specification.

DBS Checks

All staff are subject to a DBS check prior to start of their work with YPC. Young People Count undertakes to discuss any matter revealed on a Confidential Declaration Form or DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

If a staff member working with YPC will not be in regulated activity (direct contact with young people) then YPC will carry out a DBS check appropriate to the role.

Recruitment of ex-offenders

YPC complies fully with the Disclosure and Barring Service (DBS) Code of Practice. A recruitment of ex-offenders policy is designed to ensure employees act fairly when requesting DBS checks as part of their recruitment process.

As part of the Police Act 1997 a piece of legislation which plays a key role in legislating DBS check eligibility, the code of practice states that *'[Organisation Name] has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process'*. The organisation should treat all applicants fairly. This means that the applicants 'criminal records' should not mean they are automatically discriminated against in the recruitment decision.

A recruitment of ex-offenders policy provides evidence of an organisation's commitment to fair recruitment, and can be disseminated to prospective candidates at the outset of the recruitment process.

This means that YPC will provide fair and equal opportunities including no automatic discrimination based on an applicant's criminal record. The need for a DBS check for each applicant will be made clear in the job adverts and throughout the recruitment process. This policy will be made available to applicants at the outset of the recruitment process.

Taking the decision

A simple scoring system should be used to establish how well each candidate meets the requirements of the job. The interview panel should total their assessments before any discussion/comparison of candidates is made.

Any shortlisting notes, interview notes and the monitoring form should be kept for 1 year as they may need to be referred to if the panel's decision is challenged. An industrial tribunal will request that all notes of all panel members are submitted to support any decision that was made.

As well as letting the unsuccessful, short-listed, candidates know that they have not been successful, consideration should be given to feedback their strengths and weaknesses as appropriate.

The panel will aim to notify the successful candidate, usually by telephone, at the earliest opportunity.

References

Referees for the individual will normally be contacted in writing after the successful candidate has given their permission for YPC to contact those people.

Checks required by the Asylum and Immigration Act 2006 will be undertaken**.

The Induction and training of staff

A full induction program will be given to staff in accordance with the job role.

YPC are committed to the supporting of Continual Professional Development of all its staff.

The recruitment of Volunteers

The equal opportunity for all those who apply to be volunteers with YPC will apply as above.

YPC will promote the need for volunteers using social media, local posters and other relevant avenues. Anyone wishing to volunteer will meet with a trustee or volunteer manager and go through the YPC volunteer form. The trustee will outline the work of YPC and the various opportunities for volunteers. The aspirations of the applicant and also the needs of the applicant will be explored during this interview. A simple role description may be created based on the individual role. A short list of expectations will be given to the volunteer who sign to say they agree to them.

An appropriate induction will take place with the volunteer and a Job description where appropriate will be given to the volunteer.

A volunteer form will be completed and kept on file.

All volunteers will be required to provide 2 referees who will be contacted as to their suitability, complete a Confidential Declaration form and be subject to a DBS check – funded by YPC. Young People Count undertakes to discuss any matter revealed on a Confidential Declaration Form or DBS certificate with the individual seeking to volunteer. A new volunteer may be 'on trial' where they are working under supervision for a maximum of two sessions prior to their DBS being obtained.

If a volunteer working with YPC will not be in regulated activity (direct contact with young people) then YPC we will carry out a DBS check appropriate to the role.

Trustees

Volunteers who wish to be trustees will be interviewed by the Chair and one other trustee. They will attend a trustee meeting and be given a copy of all YPC policies, procedures and constitution.

Trustees will be initially co-opted onto the charity until the next AGM when they will be officially appointed as trustees.

All trustees will also be required to complete a Confidential Declaration form, provide 2 referees who will be contacted as to their suitability and be subject to a DBS check as in accordance with the appointment of volunteers above.

If a trustee working with YPC will not be in regulated activity (direct contact with young people) then YPC will carry out a DBS check appropriate to the role.

Policies

All staff, trustees and volunteers will be required to read our policies and procedures within their first 3 months of appointment, signing our Policy signature checklist to confirm read and understood, this is then kept on file.

Each volunteer, staff and trustee for YPC will have a folder relevant to them. This contains all forms (scanned if originally hard copy), certificates and any information relating to their work with YPC. This information is kept confidential according to our data protection policy.

* The DBS Code of Practice can be found at the website:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

** Information on the checks required can be found at the website:

<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073981874>