

Father's House Safer Recruitment Policy and procedures: reviewed September 2023

Policy Statement

Father's House is committed to the safeguarding of children (and adults with care and support needs) and ensuring their well-being. We therefore undertake to exercise proper care in the appointment and selection of those who will work with children in Father's House, including Little Acorn's Pre-school.

Father's House will evaluate and review every vacancy and is committed to equality of opportunity in its recruitment and employment practices.

There are certain roles within Father's House where being a professing and practising Christian is a core occupational requirement having regard to the objectives of the charitable trust and the nature of the employment or the context in which it is carried out. For other roles we may ask that applicants be sympathetic to the Christian faith and the objectives of the charity. This would be assessed for each role and clear explanation of the requirement and the grounds for asking for it would be given in the job specification.

The aims and objectives of this policy

This Policy and our recruitment procedures are designed to avoid unsuitable applicants from applying for roles with vulnerable groups; and to ensure all candidates are treated fairly, consistently and in compliance with all relevant legislation. Father's House is committed to a policy of non-discrimination. For more information please refer to our Equal Opportunities statement.

Recruitment and selection procedures

Advertising

Vacant positions may be advertised internally as well as externally in local media and on-line. The places chosen will depend on the specific role being advertised.

The adverts will contain a brief description of the role; the necessity for any applicant to complete any disclosure checks required for the role and a closing date for applications.

Job role

A clear and up to date job description (with duties and responsibilities) and a person specification (experience, knowledge, skills and qualifications) will be provided to all applicants. Details of support and training provided will also be given.

Application forms

A standard application form will be used in order to ensure all candidates provide the same information. This will help to ensure that shortlisting and recruitment decisions can be undertaken fairly and consistently.

The applications form will require the following details;

- applicants full name, previous names or aliases
- current address
- full employment history
- contact details of two referees
- a statement containing the applicants reason for applying for the position, personal qualities and experience relevant to the post. This will be expected to reflect the criteria outlined in the job description and person specification.
- A signed declaration that all the information provided is true

Self-declaration form

A declaration of unspent convictions should be completed by all applicants (for roles which require disclosure checks), which includes an agreement to a disclosure check should Father's House decide to appoint them. In order to retain confidentiality this form should be returned in a separate envelope to the person responsible for the recruitment decision and will not be opened before a decision to interview has taken place.

Shortlisting

Once the closing date has passed a shortlisting process that scrutinises all application forms against the same criteria will be undertaken. The person specification will be used to assess each applicant and the suitable candidates invited to interview.

References

Two references will be required from each applicant, and ideally one of these should be from the applicant's current or previous employer. The job description and person specification will accompany the reference request. The references will be requested using a standard set of questions, written specifically for the job role advertised. The referee will always be asked if they are aware of anything that might give rise to concern. For roles working with children they will also be asked about the applicant's attitude towards safeguarding.

Father's House will aim to take up references for short-listed candidates before interviews take place.

Interviews

Interviews will be conducted by at least three people with leadership and supervisory responsibility at Father's House, one of whom will directly supervise the

person who is appointed. At least one of those interviewing will have completed safer recruitment training.

The interview will start with the application form, and any questions will be related to the tasks of the position and broadly reflect the criteria from the person specification. Additional questions may be asked to clarify the applicant's experience, details given on the application form or information provided by a referee. Applicants will be asked about their attitude towards and understanding of safeguarding.

Decisions about appointment

Decision about appointment will be based on all the information gathered about the applicants; we will select candidates by matching this information to the criteria of the person specification. Any offer made will always be conditional on receipt of satisfactory checks and references. The successful candidate will be required to have satisfactorily completed a probationary period before the confirmation of a permanent job offer.

Pre-employment checks

- Evidence of identity and the eligibility to work in the UK
- Documentary evidence of qualifications
- Disclosure checks will be carried out (where the role requires them)

Contract

An employment contract will be provided. This will include the support and supervision Father's House will provide.

Probationary period

There will normally be a six month probationary period. During this time relevant training, support and supervision will be provide. Regular discussions with a supervisor will enable assessments and adjustments to be made. At the end of the probationary period Father's House will confirm the worker's position in writing unless they have proved unsuitable, in which case this will also be stated in writing.

Induction

A suitable induction training programme will be provided for newly recruited staff. This will include being given a copy of the Father's House safeguarding Policy and training in how to report any concerns.

Policy date: 5th March 2020

Reviewed: 20th Sept 2023

Next review date: Sept 2024