

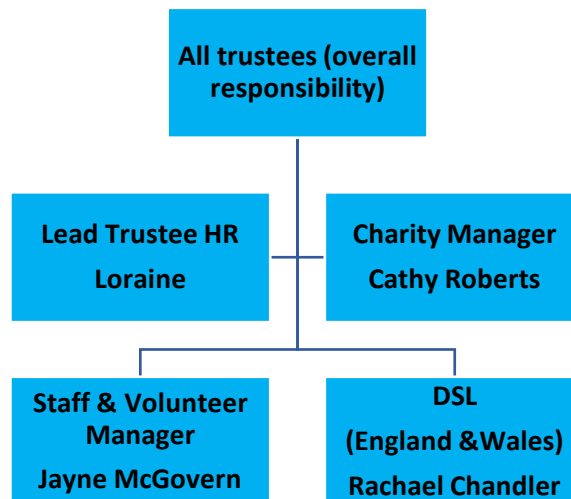
RECRUITMENT PROCEDURE (INCLUDING SAFER RECRUITMENT)

This procedure should be read in conjunction with our Recruitment Policy.

Introduction

1. Any candidate must not take on any work/volunteering unless it is arranged by the Staff & Volunteers Manager (Jayne McGovern).
2. No existing staff/volunteer/trustee or contractor, is permitted to bring along any person considering working/volunteering. Instead, they must be given the contact details of our Staff & Volunteers Manager to start the volunteer/staff recruitment process.
3. Parent helpers may help at an event/activity that their child attends, with the permission of the Manager of that event/activity ONLY where ALL parents remain in the venue and in line with our safeguarding procedures.
4. ALL communication regarding recruitment & selection (for any potential volunteer or staff member) must go through our Staff & Volunteers Manager, unless they expressly delegate a task.

Recruitment Responsibility within ASD Family Help:



Advertising

When any advertising is used to recruit staff/volunteers, the following information will be reflected:

- aims of the organisation
- a separate detailed job description (available on request)
- a separate detailed person specification (available on request) to include the personal qualities, qualifications, skills & knowledge required in the successful candidate (and the criteria for checking each item listed)
- a statement that we are equal opportunities employer
- a statement that we are operating within child & vulnerable adults safeguarding standards
- a statement that the candidate will be subject to a DBS check (relevant to the job role).

To ensure the best candidate is chosen for the job role, we will advertise internally and externally. The same selection procedure and criteria will be applied to both internal and external candidates.

When advertising roles we will attempt to reach a broad spectrum of potential candidates by using a mix of advertising channels (ie/ social media, job specific websites and shared through partners and other local charities/organisations).

Volunteer applications outside of advertising

On occasion we may receive contact from volunteers wishing to work for us outside of us advertising for specific roles.

If this situation arises, we will respond to ask what role, activity or tasks they are interested in doing.

Where possible for volunteers wishing to work with us (and particularly those candidates who may have additional needs and are hoping for supported volunteering to learn skills), we will do our very best to find a job role suited to the candidates wishes and needs. We are a small charity and not usually able to provide one to one work support (unless we have been given funding specifically for this), but we always try our best to accommodate.

Volunteers applying outside of an advertised job role, will still go through the same formal process within this procedure. The only difference being that we may not already have a job description and person specification that matches the volunteering they are offering. Where we do have a job description and person specification, we will use these documents. *Where they do not exist, we will use generic documents* and later create specific documents alongside a discussion with the candidate before they start the role.

Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job description
- a person specification which clearly states qualifications and experience required
- an application form, including a self-disclosure form (for candidates with a Criminal Record)

Application Forms

All applicants, whether paid or voluntary, full time or part time positions will complete the same application form, including a full work history.

Individuals providing incomplete applications will not be considered. We may contact candidates with incomplete application to encourage them to fully complete the form or to offer support if required.

References

Contact details of two written references (not relatives) are required, one of which should be a previous employer.

If a candidate is not currently working with children, but has in past, then we will go back to that last employer for reference in addition.

If a candidate has not done paid work, references can be taken from latest/current education establishment and from any voluntary work/work placement.

References will be taken up at application stage where consent is given. Where consent is not given, references will be taken up at conditional job offer stage. References will be requested via email (we may confirm by phone). A reference provided only by phone will not be accepted.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers not named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children, young people or vulnerable adults
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk
- The candidate's suitability for this post
- Ability to manage time, prioritise effectively and be organised
- The candidate's attitude/commitment to ongoing training & team meetings
- The candidate's attitude and ability to work as part of a team

All appointments are subject to satisfactory references **prior** to the provisional start date.

Please note that should the applicant be unable to provide references within the UK, overseas references plus the appropriate DBS and barring check will be undertaken.

Disclosures

All paid and unpaid roles will be required to complete an appropriate level DBS check.

The level of DBS check required will be reviewed alongside the person specification and job description for an individual job role prior to advertising.

The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation. (They are invited to do this on the initial application form).

Shortlisting

Short-listing of candidates will be completed against the person specification for the post and carried out by a minimum of two fully trained staff members (who will be the same 2 staff to interview and appoint).

The shortlisting will be completed on a shortlisting matrix and that record will be kept on file.

Interview process

Interviews will be carried out by a minimum of two fully trained staff members. Interviews may be conducted online or face to face. In the case of an online only interview, at least one of the interviewers will follow up with a face to face meeting with the candidate prior to any job offer.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Answers will be scored using an interview matrix.

Questions will relate to the person specification. Prior to the interview the panel will have discussed what model answers they expect to hear and will have written down indicators.

We may use a combination of role play, interview questions, presentation, group exercise, written exercise or job specific tests dependant on the role.

Where possible, hypothetical questions will be avoided – instead focussing on questions where the candidate must give examples of what they have done.

The interview will be used to:

- Explore the candidate's suitability to work with children, young people, vulnerable adults & parent carers (including attitudes towards safeguarding)
- Explore their attitude and their motivations for applying for the role
- Explore their skills & knowledge
- Explore any gaps in work history
- Check the candidate's identity (copy of a valid UK driving license or passport).

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate).

Where the role was subject to a DBS check (in general ALL of our job roles will be), the applicant will then be asked to complete a criminal record self-disclosure form.

The applicant will be informed that the appointment is subject to a satisfactory DBS certificate and two references.

Having a criminal record does not automatically prevent you from working with or for the charity. Any criminal record or caution that appears on a DBS must however be discussed with the Charity Manager and the Board of Trustees (or a nominated trustee) to check the suitability of the person in relation to the individual job role before appointment.

Induction

During the induction process, the employment contract & code of conduct will be signed (alongside any other policies and procedures). All staff and volunteers will undergo training.

Training needs will be established as part of their induction and refreshed on an ongoing basis.

Training will include:

- ASDFH Induction Training (Introduction to charity, main policies/procedures)
- Prevent
- Female Genital Mutilation (FGM)
- Epilepsy Awareness
- First Aid (IF your job role requires it)
- Food Hygiene (IF your job role requires it)
- Safeguarding (Children & Adults) online self-led certification (England)
- Safeguarding Group A online self-led certification (Wales)
- Safeguarding Group B online self-led certification (Wales) (IF your job role requires it)
- Safeguarding (Children & Adults) online/in person manager led group training/discussion
- Fire Awareness Training (IF your job role requires it)
- Appropriate level DBS checks every 3 years (unless a funding agreement specifies otherwise)

Ongoing Training

All new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

All staff and volunteers receive training and written guidelines on safer working practices (this is covered in our Code of Conduct and the policies/procedures such as: GDPR, Lone Working, Phone & Social Media, Behaviour (Adults & Children), Health & Safety, Professional & Personal Boundaries).

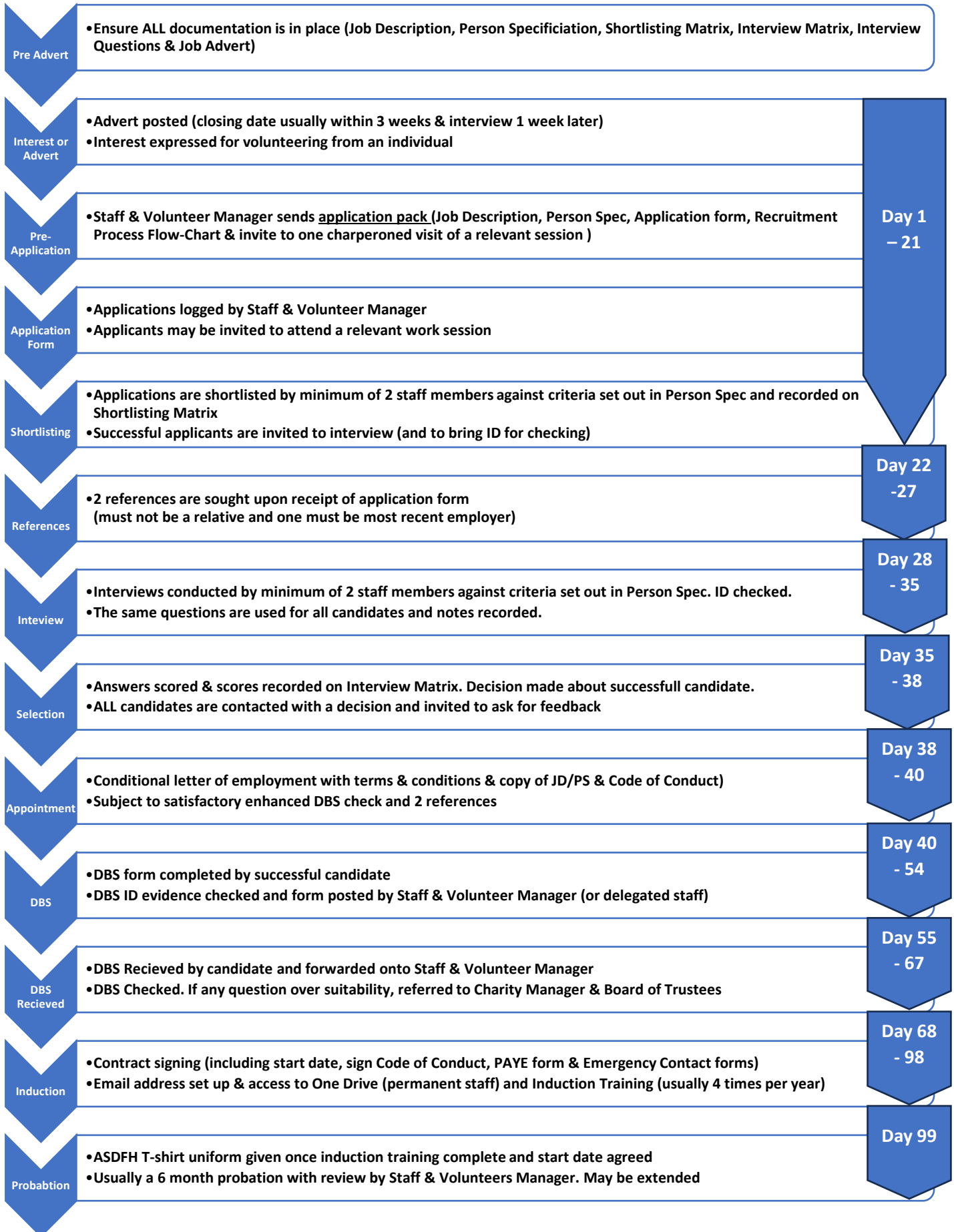
All staff and volunteers receive training and written guidelines on allegations and whistle-blowing.


All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child, young person or vulnerable adult we are in contact with is at risk of harm.

Probation period

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

RECRUITMENT PROCESS FLOW-CHART



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