

THE GREATER MANCHESTER TRUST FOR RECREATION
Working name Greater Manchester Youth Federation

SAFER RECRUITMENT PROCEDURE

About us

The Greater Manchester Trust for Recreation operating as Greater Manchester Youth Federation (“GMYF”) is a registered charity in England and Wales number 521234. We are a charitable trust.

Our mission statement is:

“Our aim is to deliver a year-round programme of recreational and educational opportunities to young people, volunteers and leaders within our affiliated clubs that encourages them to reach their full potential.”

GMYF works with children and young adults as part of its activities.

The purpose and scope of this procedure

Our safeguarding policy safeguarding sets out that:

- We believe that children and young people should never experience abuse of any kind.
- We believe that we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

Safe recruitment and selection procedures help to ensure a safe workforce and to protect children and young people from harm by deterring and screening out unsuitable individuals from working with them. Having an effective recruitment and selection procedure benefits everyone:

- Staff and volunteers have clearly defined roles and responsibilities
- Parents/carers are assured that measures are taken to recruit only suitable people to work with children
- GMYF reduces the risk to its reputation.

This procedure sets out the steps that are to be followed when GMYF is recruiting any staff, whether paid or unpaid, full or part-time, who will have contact with children. It also applies to staff who do not have direct responsibility for children, but who will have contact with children within GMYF and will be seen as safe and trustworthy and/or have access to confidential and sensitive information e.g. administrative staff, receptionists, caretakers and maintenance workers.

Where we engage third parties to provide services for or staff to work with children and young people we will include in our agreement a safeguarding statement which makes clear the standards that are expected.

Key recruitment steps for each post

1. Job role/ description

We will have a job role/description which describes the full range of tasks, duties and responsibilities of the role to help everyone understand the extent and nature of the role. This should highlight the importance of understanding safeguarding issues and include what level of DBS check is required. The Greater Manchester Safeguarding Partnership says the job description should clearly state the main duties of the post, the extent of contact/responsibility for children and young people and the individual’s responsibility for promoting and safeguarding the welfare of the children/young people/adults at risk she is responsible for or comes into contact with.

2. Person specification

We will have a person specification which describes the type of qualifications, skills, experience and attributes required for the role as well as the competencies and qualities that the successful

candidate should be able to demonstrate. This will highlight the importance of understanding safeguarding issues.

3. Job/Role advert

We will advertise or promote paid jobs or volunteer roles to attract the widest response and demonstrate an open recruitment process. This is also our first opportunity to send out a clear safeguarding message. We will indicate that the post involves working with children, our commitment to safeguarding and promoting the welfare of children and young people and, if appropriate, that an applicant will need to undergo a DBS check at the appropriate level in the event of the individual being offered the position.

4. Application form

We will ask all applicants to complete an application form which has relevant questions and to get all the required information from the candidate, such as details of the person's experience, qualifications and employment history (paid and voluntary). We will use this to short-list for interview, inform the interview with the candidate and identify any gaps in the employment/volunteering history. We will ask for the contact details of two referees, one from the current or most recent employer and including someone who can comment on the applicant's previous work with children. For information on what the application form should include please see the Greater Manchester Safeguarding partnership:

https://greatermanchesterscb.proceduresonline.com/chapters/p_safe_rec.html

We will provide applicants with an information pack which will highlight the importance of the rigorous selection processes and the duty to safeguard and promote the welfare of children and young people; that proof of identity will be required, as well as a DBS check where appropriate. The pack should include a copy of:

- The application form, and explanatory notes about completing the form;
- The job description and person specification;
- Relevant information about the organisation and the recruitment process;
- Our Child Protection Policy Statement;
- A statement of the terms and conditions relating to the post.

5. Selecting applicants for interview

Shortlisting will be carried out by at least two people who should each be clear about what their role involves and who should assess each application form according to how well it meets the criteria set out in the person specification. We will adopt a transparent scoring system for shortlisting and interviews. At least one member of the safeguarding and short listing panel should have safe recruitment and selection training.

6. Self-disclosure form

This gives candidates the opportunity to tell us confidentially about whether they have ever been known to any children's services department or the police as being a risk or potential risk to children and whether they have even been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about their behaviour towards children. Please use the GMYF self-declaration form.

For candidates for a senior management position in the charity, there are certain automatic disqualification rules and candidates should be asked to complete a self-declaration relating to this (see Charity Commission templates and template form from the Charity Unlock).

Only applicants that are to be interviewed should be asked to complete self-declaration forms. We will ask candidates short-listed for interview to bring the completed form(s) to the interview in a separate, sealed envelope marked 'Confidential'. We will only open the self-disclosure forms of candidates who have accepted a conditional offer and the information will be reviewed as part of our pre-employment vetting checks.

We will securely dispose of all unopened self-declaration forms.

The self-disclosure form(s) does not replace the need for a criminal records check which should always be carried out as appropriate (see below).

7. Interview

Interviews to recruit people to work with children are always to be conducted face to face.

Candidates are to be asked in advance whether they have any access requirements for the interview and we should provide what they need.

At least two people should be on the interview panel, with a chair. The members of the panel should have the necessary authority to make decisions about the appointment.

Questions should relate to items in the person specification to assess their suitability for the role and allow candidates to demonstrate the attitudes and values that people working with children and young people need to have. Each candidate should be asked the same questions so that they are all treated equally. Questions may explore the applicant's attitude to power, authority and discipline, and may include asking for a response to a problem faced in GMYF to assess the candidate's commitment to promoting good practice and ability to communicate with children and young people. We will ask questions that probe whether the applicant has the ability and commitment to meet the standards required to adhere to GMYF's safeguarding policy and procedures and identify any gaps in employment/personal history.

We will consider whether another method should be used in addition to the question and answer format to assess a competency, such as a practical test.

8. Making an offer

When making an offer of employment to an individual we will make it clear that it is conditional and that the individual must successfully complete pre-employment checks and vetting to progress to a final offer.

9. Checking identity and Qualifications

As part of the pre-employment checks the candidate will be asked to prove his/her identity, qualifications and right to work in the UK. The candidate will be asked to attend our offices with the required original documents which we will take copies of. The Home Office has published guidance on right to work checks which should be consulted to ensure that the appropriate documentation is obtained from the candidate.

10. Written References

As part of our pre-employment checks we will directly contact the candidate's referees using the details provided in the application form to obtain written references. They will be asked about the candidate's suitability and ability to work with children and young people. A copy of the job description and person specification should be included with all requests. Please use the GMYF template reference form. For further details on what a reference request should include please see the Greater Manchester Safeguarding Partnership at:

https://greatermanchesterscb.proceduresonline.com/chapters/p_safe_rec.html

We will make sure the information provided in a reference is consistent with what the applicant gave us and follow up any discrepancies.

If a reference expresses concerns, is incomplete or vague, we will contact the referee directly to address these issues. A written record will be kept of any telephone conversations.

If an applicant is not currently employed in working with children, but has previously done so, then we will check with the last relevant employer to confirm details of their employment and reason(s) for leaving.

If the issue is significant, we will ask the referee for further details in writing.

We will not consider information about unsubstantiated concerns or allegations that have been proven to be false when deciding whether to interview or employ a candidate.

11. Criminal Records Checks

There are different types of criminal record checks depending on the nature of the work being carried out. It should be ascertained (see the references and resources below) whether the role is eligible for a criminal records check and if so, which type.

The types of checks that can be carried out are:

- The role is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) it is eligible for a standard check from the Disclosure and Barring Service. It is not appropriate for anyone working with children and young people.
- The role is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) and is also specified in the Police Act 1997 (Criminal Records) Regulations (*SI 2002/233*) it is eligible for an enhanced check from the Disclosure and Barring Service.

Enhanced disclosures include much fuller information held on the Police National Computer about an individual's convictions, cautions, reprimands or warnings and includes both filtered 'spent' and 'unspent' convictions, plus any local police records that it is reasonably considered might be relevant to the post applied for.

Certain roles are eligible for an enhanced check with a barred list check, that is a check on the statutory lists containing details of people who are considered unsuitable to work with children or vulnerable adults.

- Where there is no eligibility for a standard or enhanced check, an applicant can be requested to consent to a basic disclosure of their criminal records history. This may be relevant, for example where an applicant would never have contact with children but would be employed in a position requiring a high level of trust and integrity.

The Home Office has issued guidance on DBS checks for employers (www.gov.uk/guidance/dbs-check-requests-guidance-for-employers).

The Disclosure and Barring Service (www.gov.uk/government/organisations/disclosure-and-barring-service) has useful information on DBS checks and eligibility. It has also produced a guidance leaflet DBS Checks in Sport – Working with Children.

We will check before asking a person to apply for a criminal record check through the DBS that we are entitled to submit an application for that job role. We will always seek enhanced DBS checks (and barred list checks for regulated activity) on anyone eligible.

Enhanced with barred list check

It is essential that if someone is doing "regulated activity" they undergo an "enhanced with barred list check". It is a criminal offence for a barred person to seek to work in regulated activity, and for an employer knowingly to employ a barred person in regulated activity.

In overview regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30 day period or overnight).

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice/guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of "specified places" with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises.

These are also examples of regulated activity if unsupervised:

- engaging in intimate or personal care of children.
- health care (including by a registered health care professional).

Regulated work can also apply to certain positions of trust within organisations, for example being a trustee of a children's charity.

Please see the sport and recreation sector guidance, **Defining supervision and regulated activity**. (the cpsu.org.uk/media/298545/defining-supervision-and-ra-guidance-rev-jan17.pdf). This has useful guidance to help determine which posts or roles are considered to be regulated activity. It suggests that once you have established that the first two criteria for 'Regulated Activity' have been met i.e.

Criteria 1 Type of activity: Teaching, training, instructing, caring for or supervising children or providing guidance and advice on well-being for children or driving a vehicle only for children

Criteria 2 Frequency of activity: Once a week or more often or 4 or more days in a 30 day period or over-night between 2am and 6am

You must then confirm if the third criteria has been met namely Criteria 3 Level of supervision: unsupervised by another individual in 'Regulated Activity'.

Enhanced check

If someone is teaching, training, instructing, caring for or supervising children or providing guidance and advice on well-being for children or driving a vehicle only for children but on a less frequent basis than for a regulated activity, then, in general, they are eligible for an enhanced check without any barred list check. Where a role is eligible for an enhanced check without any barred list check then this check should be made.

Managers and supervisors

Note that if a person is employed to act as a supervisor whose duties include the day to day management or supervision of someone who is eligible for an enhanced check with a children's barred list check for being in regulated activity with children, then the person acting as the supervisor will also be eligible for the same level of check.

12. Overseas Checks

If a candidate has been resident overseas for three months or more over the past five years, where appropriate, we will check the candidate's criminal record in that country. Please see the Home Office guidance on applying for criminal record checks for overseas applicants. Any documents not in English need to be accompanied by a certified translation.

13. Risk Assess Information

Any blemished DBS checks or information of concern on a self-disclosure form or otherwise must be risk-assessed with the involvement of the Trustee responsible for safeguarding to assess whether or not the person is suitable to work with children and young people. The candidate should not be employed or engaged until this is complete. If necessary, we must pass on information to the relevant authorities, such as the criminal records agency, professional bodies or police.

People on the barred list must not be given a role that requires them to work or volunteer with children or young people in regulated activity. It is illegal for an employer to knowingly employ somebody to carry out regulated activity whilst they are on the barred list. If we find that someone who has applied to work with children is barred, we will notify the police.

We cannot use 'spent' or 'protected' convictions as a reason not to employ somebody (unless the conviction makes them unsuitable to work with children). If the applicant has not been barred from working with children but the checks have raised concerns (for example if they have a criminal record), we will carry out a risk assessment (see above) to ascertain whether the applicant is suitable to work with children and young people. Decisions about whether or not to employ someone whose vetting checks raised concerns will be made on a case-by-case basis.

Please also see our recruitment of Ex-Offenders policy.

14. Carrying out the risk assessment

When carrying out the risk assessment:

- We will only share information about an applicant's criminal record with those who need to know. We will tell the applicant who in the organisation knows about his/her record.
- We will discuss any concerns with the applicant as part of the risk assessment process, recognising that past convictions might be a source of anxiety and embarrassment and acting with sensitivity and empathy (but see confidential information below).
- We will take all reasonable steps to gather as much relevant information as possible.
- We will make sure that in addition to the person performing the risk assessment someone else from GMYF is present during our discussions with the applicant preferably someone who was involved in the recruitment process, to provide support and to take notes.
- We will carefully plan the questions in advance and keep the discussion focused on the individual, their feelings and attitudes.
- We recognise that it is not our responsibility to decide whether a legal decision was right or fair. We need to decide whether the applicant is suitable to work or volunteer with children and young people.

15. Confidential Information

If the vetting and barring check includes additional information that is marked "in confidence", we must not discuss it with the applicant. This could compromise a criminal investigation or the safety of another person and may in itself constitute a criminal offence.

If we decide not to appoint someone on the basis of confidential information, we need to be careful when we inform them that the offer is withdrawn. It is sufficient to tell the applicant that, on the basis of checks and references that have been made, we have had to withdraw the provisional job offer.

16. Making the decision

The reasons for our decision should be objective, rational and easy to understand. We will write these down and keep them in a securely lockable cabinet, along with the notes made during our investigations.

Things to consider include:

- the nature of the offence and its seriousness
- the relevance of the offence to other staff, volunteers, children and their families
- the length of time since the offence took place
- the length of the sentence

- whether the offence was an isolated incident or part of a pattern or history of offending
- the circumstances which led to the offence being committed
- whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- the level of remorse expressed by the applicant and/or any efforts to change
- whether the new role provides opportunities to re-offend
- any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

17. Appointment and Probationary/Trial Period

Once all checks have been satisfactorily completed the person can be formally appointed. A probationary/trial period (usually 6 months) will be set and the post holder's performance against the job description will be reviewed throughout and at the end of this period.

18. Induction

All new recruits are to go through an induction process as soon as possible so that they are familiar with and know how to follow GMYF's safeguarding policies and procedures and other policies and procedures. This includes GMYF's Code of Behaviour which sets our expectation on how staff are to behave.

We will establish what training would be useful/required for the new recruit, based on their role and experience.

We will ensure that all new recruits have either recently undertaken adequate safeguarding training or now do so as soon as possible and no later than six months after taking up their post

19. Ongoing support

All staff and volunteers will be subject to regular supervision and support and have an annual appraisal.

For further guidance on safe recruitment please see the Greater Manchester Safeguarding Partnership:

https://greatermanchesterscb.proceduresonline.com/chapters/p_safe_rec.html

Contact details

Nominated child protection lead

Karen Wilson DL

T: 0161 660 4091

E: karenwilson@gmyouthfed.org

Deputy child protection lead

Lisa Hall

T: 0161 660 4091

E: lisahall@gmyouthfed.org

Senior Lead/Trustee responsible for safeguarding and child protection

Gavin Evans

T: 07901 822 089

E: gevans@gmyouthfed.org

