

Chester FC Community Trust



**COMMUNITY
TRUST**

Safer Recruitment Policy

**Reviewed: June 2024
Date of Next Review: August 2024**

Policy Statement

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

As a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Designated Safeguarding Officer. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we will ask questions only about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. Instances where we are allowed to ask such questions include positions that involve access to children, young people, the elderly, disabled people, alcohol, drug misusers and the chronically sick.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of offences or any other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

Safer Recruitment Process

The Community Trust has a recruitment process for full time staff, casual coaching staff and volunteers.

Job descriptions for any available role, both full and casual, will be advertised on the Community Trust website. It will be the candidate's responsibility to download the relevant application form and submit as directed.

All applications are submitted via our application form. The Community Trust will not accept any CVs without a completed application form. The Community Trust will shortlist and interview candidates based on set selection criteria. The selection criteria and interview process will be specific to the job role advertised. The interview panel will be comprised of members of the Community Trust's senior leadership team and other representatives of the Community Trust and potential stakeholders. The interview panel will make notes of each interview and will select the most suitable candidate for each role. Successful candidates will be informed as soon as possible via telephone. Unsuccessful candidates will be notified via email or telephone, however should anyone require feedback from the interview process they can request this.

Once candidates have received an official offer, the Community Trust will require one form of photographic ID (passport, driving licence). We will also require in writing acceptance of the role offered and a confirmed start date.

We will require a self-declaration form which states any previous convictions/cautions/binds etc. before employment can commence. The completed self-declaration forms will be checked by the Designated Safeguarding Officer. Two references are also required as part of our recruitment process, these are then reviewed by the Designated Safeguarding Officer. One of the references must include the most recent employer if applicable.

All candidates that are offered a position which involves working with children, young people and vulnerable adults will be required to undertake an enhanced DBS disclosure. All employment offers are subject to the outcome of the screening process and when applicable, this is set out in their offer of employment. Until such time as their disclosure certificate has been received, the member of staff will not be left unsupervised with children, young people and vulnerable adults. If an individual has a DBS certificate for the Community Trust but has had a gap of employment with the Community Trust for three months or more, the Community Trust will need to carry out a DBS check. This will occur should a volunteer progress to full time or part time within the Community Trust.

We ensure that all staff have gone through the safer recruitment process and are fully aware of the Community Trusts policies and procedures, discussing in depth safeguarding, abuse and health and safety prior to any delivery taking place.

Recruitment and Selection

The Community Trust recognises the benefits of having a diverse workforce and will take steps to ensure that information about job opportunities is circulated as widely as possible in the circumstances, to ensure that it reaches all sections of the community, regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part time or fixed term status, parental responsibilities, age, trade union membership, religion or sexual orientation.

The Community Trust endeavours to recruit from the widest pool of qualified candidates possible. Employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit. The Community Trust retains the discretion to invite applications from individuals whose jobs might be at risk of redundancy, or who are being redeployed for health or disability reasons, before advertising any posts more widely.

The Community Trust reserves the rights to headhunt staff for any position within the Community Trust at the discretion of the CEO. Where appropriate, permitted positive measures are taken to attract applications from all sections of society and especially from those groups which are under-represented in the workforce. Selection criteria and processes do not discriminate unjustifiably other than in those instances where the Community Trust is exercising permitted positive action.

Staff - Temporary Staff and External Consultants

The Community Trust will ensure that all temporary staff and external consultants sign a self-declaration form and will not have unsupervised access to participants during their employment with the Community Trust.

Should an individual's DBS disclosure reveal any convictions, the Community Trust must consider whether the nature of the offence(s) renders the person concerned unsuitable for working with participants. In such circumstances, when the nature of any disclosure has to be considered, a formal interview will be necessary. The interview of the individual concerned will be conducted by the Designated Safeguarding Officer and CEO, when his / her suitability for working with children and vulnerable adults at the Community Trust will be considered.

Casual workers

We will monitor the conditions of service of casual employees and their progression within the Community Trust to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately

Qualifications

Copies of all coaching, teaching and other employee's qualifications must be provided to the CEO. Staff are required to renew or rebook their qualifications for renewal with 14 days after their qualification has expired. Failure to meet the required standard will result in disciplinary action at the discretion of the CEO.

Copies of these are retained by the Community Trust. Copies of coaches' qualifications are held at the Community Trust office and on the online database, we would advise where possible for coaches to also carry a copy with them. A representative from the Football Association, head coach or teacher from a school may request this information at any time. It is imperative that these are kept updated and renewed where applicable. It is staff's responsibility to make the Community Trust aware of any updates to either current or new qualifications and certificates via the Designated Safeguarding Officer.

Fixed-term employees

We will monitor our use of fixed-term employees, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, rewards, promotion and permanent employment opportunities.

Volunteers

It is now against the law to work, or to permit someone to work, with children, young people and vulnerable adults without the receipt of a satisfactory DBS clearance to work with the Community Trust. In compliance with the Community Trust's recruitment policy, all volunteers permitted to represent the Community Trust must be confirmed as 'suitable and safe adults to work with children, young people and vulnerable adults' by a volunteer DBS check. They must not start work until a satisfactory DBS clearance has been received. All volunteers will be trained in, and adhere to, the Community Trust handbook, which contains all of the Community Trust's policies and procedures.

Disqualification by association

This means that someone can be barred from working in childcare because of something which relates to someone they live with, e.g. a relative or partner, rather than something that they themselves have done - disqualification 'by association'. So an individual who lives with someone who has a criminal record (even relating to events that took place many years ago) may be disqualified from working in childcare.

When will Community Trust activities provided in schools constitute childcare?

All staff who work in early years provision (nursery and reception classes). This encompasses children up to the first September following their fifth birthday. Therefore, any coach or other club staff who run activities both during or out of schools hours for children in this age range would be considered to be delivering childcare.

All staff who work in later years provision with children who have not attained the age of eight outside of school hours, including breakfast clubs and homework clubs. Co-curricular activities such as choir and sports teams are excluded from the definition for pupils aged five or older. Therefore, the DfE have advised that football club activities and coaching is not considered as childcare when delivered to this age group outside of school hours.

Where clubs provide childcare to children under eight on club premises and there is a requirement to register with Ofsted as an early years or later years then the Disqualification Regulations will apply to staff working in that setting.

Implementing the Disqualification Regulations

The DfE guidance explains that where schools use staff from a third party Community Trust to work in the relevant childcare setting, it is their responsibility to obtain confirmation that they have made it known to those who would be deployed to work in the relevant settings that they would be committing an offence if they are aware that they would be disqualified under the 2009 regulations.

Schools should satisfy themselves that the Community Trust staff they work with meeting the childcare criteria are not disqualified. However, clubs are the employers not the schools. Clubs

should be undertaking the checks and then providing reassurance to the schools when they seek it.

While not mandatory, this might involve asking individuals to provide declarations that they (and those in their household) do not fulfil any of the disqualification criteria. In gathering and processing such information, clubs should bear in mind that they will be dealing with sensitive personal data under the Data Protection Act 1998 and should not require staff to provide more information than is necessary. All staff are required to complete the Childcare Disqualification Declaration form. This form will be completed and stored securely so that it can only be accessed by the CEO or the Designated Safeguarding Officer.