

Stadium MK

# Safer Recruitment Policy.

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## 1. Introduction

The safe recruitment of staff (both paid and unpaid) is the first step to safeguarding and promoting the welfare of children and vulnerable adults. Stadium MK is committed to safeguarding and promoting the welfare of all people in its care. As an employer, Stadium MK expects all staff and volunteers to share this commitment. In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, and the Safeguarding Vulnerable Groups Act 2006. Stadium MK takes very seriously its duty of care for all its users. In order to help safeguard and promote the welfare of all its users of Stadium MK are committed to a thorough and consistent Safer Recruitment Policy.

## 2. General Principles

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse its users or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

Stadium MK has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at Stadium MK based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Stadium MK.

### **3. Right of Appeal**

It is the responsibility of the Board to:

- Ensure Stadium MK has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements.
- Monitor Stadium MKs compliance with them.
- Ensure that Stadium MK operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Stadium MK.
- To monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children, young people and vulnerable adults at every stage of the procedure.

In accordance with Stadium MK Staffing Regulations, The Board has delegated responsibility to the Executive Director and managers to lead in all appointments.

#### **3.1 Definition of Regulated Activity and Frequency**

Regulated activity for children is unsupervised activities on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on well-being or driving a vehicle with children as passengers.

Frequent is once a week or more on an ongoing basis or four or more time in a single month or overnight.

### **4. Roles and Responsibilities**

#### **4.1 Advertising**

To ensure equality of opportunity, Stadium MK will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear Stadium MKs commitment to safeguarding and promoting the welfare of children and vulnerable adults.

All documentation relating to applicants will be treated confidentially in accordance with the provisions of the General Data Protection Regulations (GDPR).

#### **4.2 Application Forms**

Stadium MK uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

### **4.3 Job Description**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### **4.4 References**

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference.

The Club does not accept open references, testimonials or references from relatives.

### **4.5 Interviews**

There will be a face-to-face interview wherever possible, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

## **5. Offer of Appointment and New Employee Process**

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

### **5.1 The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to its users. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Stadium MK.

### **5.2 DBS (Disclosure and Barring Service) Certificate**

All staff participating in regulated activity at Stadium MK will require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

It is the Club's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at Stadium MK are aware of their obligation to inform HR Department of any cautions or convictions that arise between these checks taking place.

### **5.3 Portability of DBS Certificate Checks**

Portability of DBS Certificates Checks Staff may wish to join the DBS Update Service if they are likely to require another check in the future.

### **5.4 Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Human Resources Department within 7 days of issue or applicants before they commence work or any project involving regulated activity.

### **5.5 Dealing with Convictions**

Stadium MK operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Human Resources Manager. A decision will be made following this meeting.

## **5.6 Proof of Identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status.**

All applicants invited to attend an interview at Stadium MK will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

## **5.7 Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

## **5.8 Overseas Checks**

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. Stadium MK, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff (see Certificate of Sponsorship section).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

## **5.9 Certificates of Sponsorship (COS)**

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Interviewing Manager's should consult with the Human Resources Department to establish whether Stadium MK has any unallocated Sponsorship Certificates.

Criteria for issuing a COS is:

- The job is in a "designated shortage" occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 Level or above
- Minimum salary levels are met.

Human Resources Department will only be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UK Visas and Immigration and provide personal evidence of competence in English and ongoing maintenance.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Human Resources Department.

## **5.10 Induction Programme**

All new employees will be given an induction programme which will clearly identify Stadium MKs policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

## **5.11 Single Centralised Register of Members of Staff**

In addition to the various staff records will be kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the requirements. This is kept up-to-date and retained by the Human Resources Office. The Single Centralised Register will contain details of the following:

- all employees who are employed to work at the Club;
- all employees who are employed as supply staff to the Club whether employed directly or through an agency;
- all others who have been chosen by the Stadium MK, where applicable, to work in regular contact with children, young people and vulnerable adults. This will cover volunteers, Trustees, peripatetic staff and people brought into Stadium MK to provide additional teaching or instruction for its users but who are not staff members etc.

## **5.12 Record Retention / Data Protection**

Stadium MK will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow Stadium MK to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

## **5.13 Ongoing Employment**

Stadium MK will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow Stadium MK to deal with any data access requests, recruitment complaints or to respond to any complaints.

## **5.14 Leaving Employment at Stadium MK**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the Stadium's Disciplinary Policy will apply.

## **5.15 Monitoring and Evaluation**

The Head of HR will be responsible for ensuring that this policy is monitored and evaluated throughout Stadium MK. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Executive Director to report to the Board of Trustees.