



Falmouth & Penryn Welcome Refugee Families

Safe Recruitment Policy

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process for volunteers with Falmouth and Penryn Welcome Refugee Families that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
- identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

Statutory Requirements

While there are some statutory requirements for the appointment of some staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time.

Identification of Recruiters

Subject to the availability of training, Falmouth and Penryn Welcome Refugees will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Advertisements for posts – in newspapers, journals or online – will include the statement:
“Falmouth and Penryn Welcome Refugee Families is committed to safeguarding children, young people, vulnerable adults and the elderly. All post-holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure”.

Prospective applicants will, as a minimum, be supplied with or given access to (e.g. on Falmouth and Penryn Welcomes Refugee Families’ website) the following:

- Role description and person specification;
- Equality & Diversity Policy
- Equality & Diversity Monitoring Form
- Falmouth and Penryn Welcomes Refugee Families’ Safeguarding Policy;
- Falmouth and Penryn Welcomes Refugee Families’ Safe recruitment Policy
- The Recruitment Procedure for the post
- Community Sponsorship explained.

All applications must be in writing (either on paper or by email).

Short listing and References

- Short listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. 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 email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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- Where necessary, previous employers who have not been named as referee 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, vulnerable adults or the elderly;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
 - the candidate's suitability for this role.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).

Candidates will always be required:

- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly.

Employment Checks

All successful applicants are required:

- to provide proof of identify;
- to provide an enhanced DBS (if working with families)

Induction

All volunteers who are new to Falmouth and Penryn Welcome Refugee Families will receive induction training via RESET and will also include Falmouth and Penryn Welcome Refugee Families' safeguarding policies and guidance on safe working practices, which the Designated Safeguarding Lead will explain.

Regular meetings will be held between the volunteer and the appropriate team leader(s) during the first 3 months of working with Falmouth and Penryn Welcome Refugee Families.

More detail about ongoing Volunteer Support will be explained.

FOR THE SAFEGUARDING POLICY:

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Recruitment and vetting

See the attached Recruitment Policy and Process

For group members and staff who directly encounter those we support, our recruitment process includes:

- Providing a role description relevant to the work they will undertake.
- Providing a document explaining the ethos, values and practices of Falmouth & Penryn Welcome Refugee Families.
- Providing relevant guidelines or policies.
- An informal interview, which is acceptable by phone or video link.
- A formal interview for staff.
- Completing the following declaration 'I understand the nature of the work I am to do. I have read the relevant guidelines. I agree to work within the safeguarding policies for those the group supports. I understand that I have responsibilities to share concerns and act in accordance with these policies. I understand that as part of Falmouth & Penryn Welcome Refugee Families, we together seek to create a safe and caring culture.' In addition, they are asked about criminal convictions.
- Providing 2 references.
- Undergoing a Disclosure and Barring Service (DBS) check where the role meets the set criteria.

For group members and staff who do not directly encounter those Falmouth & Penryn Welcome Refugee Families supports, we will require one reference.

DBS checks and references

Falmouth & Penryn Welcome Refugee Families aims to have completed DBS checks and to have references in place prior to group members and staff starting work with those we support. We will consider whether DBS checks are appropriate based on the level and nature of the work being undertaken by individual group members and staff. If references or criminal records checks are delayed, group members and staff may work with those we support under supervision which includes never being alone with a person in our care who has specific needs.