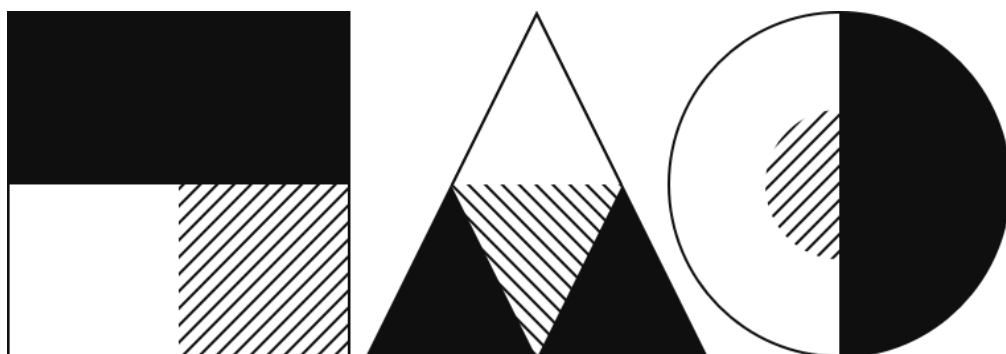




FOUNDERS AND CODERS

SAFER RECRUITMENT POLICY

SAFER RECRUITMENT

FAC follows a safer recruitment process, including DBS checks for new staff likely to work with our learners. This policy may be subject to change as we continue to grow.

Advertising

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

- aims of the organisation and where appropriate, the particular programme involved
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out
- FAC is an equal opportunities employer

Pre-Application Information

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

- a job or role description, including roles and responsibilities
- a person specification which clearly states experience and skills required
- an application form

References

Contact details of two written references (not relatives) are required, one of which should be a previous employer. References will only be taken up when the position is offered to the applicant. 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 who have not been 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 adults at risk.

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.

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 and where appropriate, a DBS and / or barring check will be undertaken.

Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete a DBS check. All advertised roles make clear that the candidate may be subject to a DBS check.

We will risk assess any successful candidates with a conviction on a case by case basis, however it is unlikely we will accept anyone who has committed any of the following:

- Criminal damage
- Sexual offences
- Violent crime

If a successful candidate is "on licence" we will ask for a risk report from their Probation Officer to check if they are a high risk to the general public or have committed sexual offences.

In our offer letters we outline that the offer is subject to DBS clearance and encourage the successful candidate to disclose any convictions early on so that we have context and will signpost them to [Unlock](#) for support in doing so.

Shortlisting

Short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained staff members.

Interview process

Interviews will be carried out by a minimum of two fully trained staff members and will always be conducted face-to-face.

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. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

Explore the candidate's suitability to work with young people.

Explore their attitude and their motivations for applying for the role.

Explore any gaps in work history.

Check the candidate's identity.

Appointment

The successful applicant will be issued with a contract that specifies full details and requirements of the position and any probation period (if appropriate). If the role was subject to a DBS check, 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 satisfactory DBS certificate and two references. Having a criminal record does not automatically prevent you from working with or for the organisation.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding and prevent procedures.

All FAC staff will receive the Employee Handbook which includes written guidelines on safer working practices, allegations management and whistle-blowing and reporting procedures if they suspect that a vulnerable adult working with the organisation is at risk of harm.

Probation period

All new staff will be subject to a probation period of three 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.

Further Support:

- Seek information and support through [Unlock](#) if you have concerns about your own criminal record.