

Safer Recruitment Policy



Approved by	Trustees
Last reviewed:	June 2021
Next review:	September 2022

Safer Recruitment Checklist

Please use this checklist to ensure robust procedures are followed by the Essex Jammed Masjid Trust during the recruitment of all new staff as well as volunteers and trustees. This will need to be reviewed yearly or more frequently.

Name of staff member/trustee completing checklist:		Date of completion:	
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Preparation for post	Y	N	Notes
Essex Jamme Masjid Trust <i>is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</i> ".			
The interview process has been planned to allow sufficient time for each stage of the process e.g. for collecting references and contacting referees.			
Adverts state that the successful applicant will be required to go through a robust vetting process, e.g. all applicants will be required to go through enhanced DBS check with barred list check if working in "regulated activity".			
Applicants are informed of their safeguarding responsibilities in job descriptions and other information sent to them including a copy of the FI's Safeguarding Policy and Procedures and the Code of Behaviour for trustees, staff and volunteers.			
Applications			
All applications should be received on a standardised application form which is annexed to the FI's Safer Recruitment Policy.			
Where the role is eligible for an enhanced DBS check (with or without a barred list check) applicants are informed that; ○ The post is exempt from the Rehabilitation of Offenders Act 1974 ○ The successful applicant will be required to go through a DBS check and the level of the check will be specified.			

○ References will be taken up (prior to interview) and previous employers may be approached to verify information. ○ The employer will seek information from previous employers about any disciplinary procedures relating to children or child protection concerns. ○ Providing false information is an offence.			
Application forms are scrutinised by at least 2 people. ○ Is the form complete? ○ Is the information provided consistent? ○ Are there any gaps in employment? ○ Are there any safeguarding concerns?			
Shortlisting			
Agree shortlisting panel. At least one person should have attended Safer Recruitment training and all panel members should be familiar with our Safer Recruitment Policy and have reviewed the job advert, person specification and accompanying documents together with the application forms for each candidate.			
References for all shortlisted candidates are sought before the interview.			
Interview questions are agreed prior to interview – these are to include at least two specific questions relating to safeguarding and child protection.			
References are sought directly from the referee, not handed over by the candidate.			
Verbal references are always followed up by written ones.			
References are requested on a standard reference form.			
At least 2 references are sought, at least one is from the current employer or a previous employer where the candidate worked with children.			
References ask; ○ About the candidate's suitability for the post and their suitability to work with children. ○ Whether there have been any disciplinary procedures relating to children			

○ Whether there have been any allegations raised in relation to the safety or welfare of children.			
Referees are always phoned to verify that they have provided the reference and to discuss any content that needs checking			
Interviews			
The following checks are completed at the interview stage or prior to interview. ○ The identity of the candidate ○ Specific qualifications or experience ○ Registration with a professional body if required. ○ Right to work and live in the UK for overseas applicants.			
All interviews are conducted face to face by a minimum of 2 people			
Interviews are structured so the same information is sought from each candidate			
Appointment			
When an offer of appointment is made, it is made on condition that all pre-employment checks are satisfactorily completed including vetting (DBS) checks and prohibition checks.			
Successful candidates are required to sign to confirm that they have read and agree to abide by the FI's Safeguarding Policy and Procedures and the Code of Behaviour for trustees, staff and volunteers.			
Successful candidates are made aware of the induction period and the criteria against which the candidate will be judged at the end of the induction period.			
Successful candidates are made aware of any training required for the post and how the training will be accessed.			

Panel members are expected to convey a consistent message about the faith institution's commitment to safeguarding the children who use the services and the rigour of the faith institution's approach to safeguarding.

Recruiting and selecting staff and volunteers

Organisations should:

1. have a written safer recruitment and induction policy and procedure.
2. have a written policy on the recruitment of ex-offenders.
3. have clear person specifications and role descriptions for all posts.
4. advertise all posts with a clear safeguarding or child protection statement.
5. provide an information pack for people interested in each post.
6. use a standard application form.
7. ask applicants to complete a separate self-disclosure form.
8. have a process for shortlisting candidates for selection, involving more than one person.
9. have a face-to-face interview or meeting with a panel of more than one person.
10. have adopted a transparent scoring system for shortlisting and interviews.

Checks and references.

Organisations should:

11. ask applicants to provide at least two references before appointment and for one of these to be from the most recent place worked or volunteered (assuming they have worked or volunteered before)
12. ask them to provide proof of identity and original copies of qualifications.
13. complete all the checks that are relevant for the role.

These may include right to work checks, criminal record checks, overseas checks and checks relevant to specific sectors/professions.

Inducting staff and volunteers

Organisations should:

14. have an induction process for all new staff and volunteers.
15. provide safeguarding or child protection training for all staff and volunteers during their induction.
16. have a trial period for staff and volunteers, with a review before they are confirmed in post.

Ongoing support and management of staff and volunteers

Organisations should:

17. provide regular supervision, support and annual appraisal for all staff and volunteers.