



FIRST STOP CENTRE

Safer Recruitment Policy

Policy

1. This document sets out First Stop Centre's policy to ensure safer recruitment of staff, thus adding to the safeguarding of the Centre's clients. Whilst it stands alone in respect of recruitment of staff, it should be read in conjunction with the Centre's policies on Safeguarding and Employment.
2. The Trustees and Management Committee of First Stop Centre are committed to
 - Safeguarding and promoting the welfare of its clients
 - Ensuring equality of opportunity among its clients, staff and volunteers
 - Having a robust recruitment process that treats all candidates for employment with First Stop fairly whilst ensuring that no person is recruited who is not suitable to work with First Stop's clients
 - Ensuring that all new staff are fully aware of these commitments.
3. First Stop Centre provides social and other services to its clients, some of whom will be elderly, mentally or physically disabled, or alcohol or drug misusers. Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986, First Stop Centre is, therefore, entitled to consider any convictions of those applying for employment which, for other purposes, are "spent" under the provisions of the Act.

Process

4. The filling of all vacancies, whether arising from replacement of a departing member of staff or from the creation of a new post, will be subject to agreement of Management Committee. Any vacancy will normally be advertised both internally to First Stop Centre staff and volunteers and externally in the appropriate media.
5. Applications for employment will normally be by way of the completion of an application form in order to ensure that all candidates provide similar ranges of information. CVs will not normally be accepted.
6. The vacancy shall be specified by a Job Description detailing the scope and responsibilities of the post. The essential and desirable skills and attributes of the person sought to fill the vacancy shall be described separately in a Person Specification.



7. A shortlist of candidates from among those applying shall be drawn up by comparing applications with the Person Specification. Shortlisted candidates shall be invited to an interview at First Stop Centre.
8. An interviewing panel will normally comprise at least one member of the Management Committee and the Centre Manager. Interviews will be conducted on the basis of the Job Description and the Person Specification.
9. Papers relating to the application and interview of unsuccessful candidates shall be destroyed upon appointment of the successful candidate.
10. Throughout the recruitment process, First Stop Centre will not discriminate unfairly or unlawfully against candidates on:
 - Arrangements made for deciding who is offered the job
 - The terms on which the job is offered
 - Deciding who is offered the job
 - Grounds of sex or marital status
 - Grounds of race, colour, nationality or ethnic or national origins
 - Grounds of disability
11. All new employees will be made aware that some of the Centre's clients are deemed to be vulnerable adults and must, therefore, understand and accept the Centre's policy and procedures relating to vulnerable adults. New employees must familiarise themselves with the Centre's Safeguarding Policy.

Checking procedures

12. The Trustees and Management Committee of First Stop Centre are committed to ensuring that the Centre meets the requirements of the Disclosure and Barring Service (DBS) in relation to the processing, handling and security of disclosure information.
13. All successful candidates must have a valid (within the past year) DBS check or agree to have a DBS check carried out. A person may be appointed to a post whilst awaiting a DBS check but any person so appointed whose DBS check proves unsatisfactory will have his or her employment terminated. Regular DBS checks will be undertaken at intervals determined by Management Committee, such intervals not to exceed three years.
14. The appointment of a candidate will be subject to the satisfactory outcome of references. At least two references will be sought, with one being from the most recent employer and one a personal reference. A person appointed to a post whose references do not prove to be satisfactory is liable to have his or her employment terminated.



15. All newly recruited employees will be expected to undergo relevant safeguarding training and PREVENT training. This will be arranged by the Centre Manager as soon as possible after commencement of employment.

16. New employees will serve an initial period of probation, usually of 12 months, during which their suitability for the post will be subject to continual assessment. The assessments will be discussed with the employees. Employees deemed to have failed their probationary period will be liable to have their employment terminated.