



33: Safe Recruitment Procedures

Jesters recognises the importance of ensuring that all staff applying for work at club are taking through the correct safe recruitment procedures and identity checks.

The Recruitment and selection process for all employees should be transparent and show the commitment the organisation has to protecting young people, children and vulnerable adults.

Jesters will ensure that we use enhanced recruitment and selection processes to ensure that the right personnel are appointed who have the personal capacity and motivation to contribute to an environment and practice committed to the safeguarding agenda.

All our recruitment advertising will state our commitment to safeguarding and promoting the welfare of children and vulnerable people. It should also be made clear that all applicants will have to undergo an enhanced DBS check.

The key information that must be obtained from the candidates before they start work are listed below:

- Full details of the applicant including current and former names, date of birth,
- current address and national insurance number and/or proof to work in the UK.
- A statement of any academic and/or vocational qualifications that applicant has obtained that are relevant to the position they are applying for with the details of the awarding body and date of award.
- A full educational, training and work history in chronological order since leaving secondary education with any gaps explained.
- Details of referees. One referee must be the applicant's current or most recent employer and not family members. Two references will usually be sufficient.
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and that all convictions, cautions and bind overs, including those regarded as 'spent' must be declared.

- Any disciplinary warnings, allegations of abuse, malpractice or professional misconduct made against the applicant or allegations of harassment must be disclosed.
- A signed declaration from the applicant stating that the information they have supplied is correct.

References

- The purpose of seeking references is to obtain objective and factual information to support appointment decisions.
- One reference should be from the current or most recent employer/line manager or HR (not from a colleague within the organisation)
- They should always be sought and obtained directly from the referee.
- References or testimonials provided by the candidate, or open references, i.e. To Whom It May Concern should not be accepted. Open references/testimonials may be forged or the result of a 'compromise agreement'.
- The reference should ask about the candidates suitability to work with children.
- Any disciplinary issues, or concerns should also be discussed.

Supporting original documentation need to be supplied. These will include Passport, utility bill for address, certificates of qualifications and details of membership to any governing bodies. References will be obtained in writing ideally before interview or confirmation of employment.

All candidates will have to have a new DBS applied for through Jesters along with the yearly update service. This will be a constantly updated record that a person will keep for their entire career, and will determine whether or not the person is suitable to work with children.

Where appropriate a declaration of medical fitness, both physical and mental may be required to establish whether there is any long term illness or condition that could affect their ability or suitability for this post.