**POLICIES AND PROCEDURES**

**SAFE STAFF RECRUITMENT: RECRUITMENT & SELECTION POLICY**

**PURPOSE:**   
To set out the approach of GNFC in relation to protecting the children and families using its services from abuse and discrimination.

**RELATED POLICIES & PROCEDURES:**

* Equal Opportunities
* GNFC Equal Opportunities Statement
* Protection from Abuse & Discrimination - Vulnerable Adult and Children
* Induction, Training and Development
* Whistle Blowing
* Confidentiality and Access to Information
* Support Planning
* Disciplinary Action
* Volunteering

**INTRODUCTION**

This document contains a policy statement (Part One) and procedural guidance

(Part Two). The functions of each are set out briefly below.

**Part One – Policy Statement.**The policy statement sets out the broad framework of principles within which the particular area of work will be carried out. It sets out the organisation’s broad style and approach to the issue, including any aims and guiding principles.

**Part Two – Procedural Guidance.**

The procedural guidance sets out the details that staff will require to carry out their duties in this particular area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

**Policy Statement:**

GNFC is a Christian organisation staffed by committed Christians and holds to the following policy and practice regarding selection of staff.   
  
GNFC is committed to safe recruitment of staff at every level of the organisation. Our services are open to **all** regardless of age, disability, gender, race, religion and sexuality or any Protected Characteristics.

We believe that every human being is made in the image of, and for the glory of God. Therefore, each individual has intrinsic worth and is to be both valued and respected. Everyone deserves acceptance and should be given encouragement and equal opportunity to reach the potential that God has placed within them. Our policy is to employ people according to their skills and attributes for the job role regardless of age, disability, gender, race and sexuality.

GNFC employ staff to offer support and provide care in the residential centres, outreach services, farm and training projects and the registered day nursery and children’s services. It is expected that staff are able to be flexible and able to adapt to the needs of the organisation within the constraints of their job description.

During the recruitment process, consideration is given to individual personal qualities of care, compassion and empathy with the objectives of the charity.

The ethos of GNFC is based on the Christian faith as set out in the Basis of Faith (Appendix 1) which is fundamental to all services and the successful candidate must endorse the Basis of Faith. GNFC is satisfied that because of the nature and context of the work carried out by GNFC, being a Christian is a genuine, legitimate and justified occupational requirement.

The successful candidate must desire to be a demonstration of God’s care and compassion to all service users.

**Procedural Guidance:**

To comply with the charity’s objectives and registration criteria, each employee must be:

* A committed Christian and an active church member
* Suitably qualified/trained for the post
* Undergo a thorough interview process.
* Willing to undergo a DBS check as a condition of employment – (employment of staff will not be confirmed until a check has been received and accepted). Or equivalent from country other than UK.
* Provide at least 2 satisfactory references
* Undergo other relevant checks for nursery eg check 128/prohibition from teaching/self declaration
* Prove right to work in UK
* Provide full work history for nursery

**Recruitment Process**

1. Vacancies are advertised through local churches, online agencies, Christian media, Good News Family Care newsletters and on the GNFC website.
2. Applicants are sent an application form and job description.
3. All potential staff and volunteers must fill in an application form giving details of present and previous names and addresses, employment history, a declaration of any criminal record, and names and addresses of at least two referees.
4. Applications are considered by senior management, and interviews arranged with potential employees - these are conducted by the Charity Manager, the Department Manager/Coordinator and a representative of the Board of Directors when available. A member of the board of directors must be present when the interview is for a management role.

**Interview**

1. Formal in-depth interviews are held with consideration to the applicant’s suitability for the post. The interview is conducted to establish the suitability of the applicant, with careful consideration given to child & vulnerable adult protection concerns and with particular reference to the organisation’s protection from abuse policy. Attitudes to children’s welfare, and the well-being of clients are of paramount importance.
2. The interview will include questions, case study (when/as appropriate to the role) and discussion with senior management personnel, gaining a score of 60% or more.
3. The interview provides the opportunity for the applicant to ask questions about the role and find out more about GNFC.
4. A declaration of any offences is requested and questions regarding offences against children/vulnerable adults are asked.
5. Applicants are informed that both formal and informal references will be sought and a DBS Adult & Children’s Workforce check must be obtained before the post can be confirmed.
6. A link for a DBS check Application together with explanatory notes is given to the applicant. The prospective staff member must supply the recruiter with sufficient evidence of identity to validate the online check.

**Following the Interview**

1. All candidates are informed of the outcome of their application in writing. Successful candidates are provided with a draft contact with the job offer
2. References are followed up for the successful candidate, and others who know the applicant are consulted when possible.
3. Successful candidates are offered the post subject to at least two references, which must be in writing.
4. A trial period, normally of 12 weeks, is worked prior to employment contracts being signed. During this time, induction takes place with the new staff member shadowing experienced staff with close supervision. A review takes place mid-way and at 12 weeks, when in certain circumstances it may be extended for a further period of up to 12 weeks to confirm the position and contract agreement.

**Disclosure and Baring checks for all staff and volunteers.**

1. The applicant is required to show the recruiter the DBS certificate. The DBS certificate is the property of the individual it concerns. GNFC does not keep copies of DBS certificates.
2. The recruiter will record the issue date of disclosure, the disclosure number and dates of checks of individuals signed up to the updating service.
3. GNFC staff and volunteers have the option to register with the DBS Updating system, which involves an annual payment of £13 and enables the DBS to remain up-to-date. Authorised recruiters who have consent to do so can check the status of the disclosure when necessary. GNFC has opted to complete disclosure checks and require staff to re-submit a declaration of no change to their dbs status annually.
4. Those to do not use this service will require an updated DBS every 3 years. It is the responsibility of employees to pay for the checks, there is no charge for volunteers.
5. On completion of a satisfactory DBS check, the applicant is able to commence work or unsupervised contact with our clients/service user’s.

**Appendix 1: Recruitment of Directors and Trustees and the Management Committee**

The Board of directors are responsible to ensure that

* The delivery of services are in line with the vision, values and mission statement of the organisation
* The Charity abides by the conditions of the Memorandum
* The organisation is financially viable

The role of the Director is a voluntary position, each director is expected to attend meetings 4 times a year and actively participate in oversight of the charity.

**Recruitment of Directors/Trustees and Senior Managers**

Person’s aspiring to become a Director (who are also Trustees for the purpose of the Charity registration) or a Senior Manager of the charity are required to complete and verify by a signature:

* An application form
* A self-declaration form
* An enhanced DBS Check
* Provide details of referees

**Fit and Proper Person**

In line with requirements of the Charity Commission, the Care Quality Commission and OfSTED, the application process for directors/trustees and management staff is designed to determine if the individual is a ‘fit and proper person’ to fulfil the role for which they are being applying, taking consideration to their suitability and qualification to fulfil the role, that they are of good character and that there are no reasons that could make them disqualified from holding the role of a Trustee or Senior Manager.

If a director or member of the management team becomes unfit to perform their duties, either because they are unable to fulfill the role, or due to a reason for disqualification, they must report this information and the board will act according to the Charity Commission regulations current at that time, unless exempt by one of the stated clauses, will be removed from the Board or Management Committee with immediate effect. In certain instances this condition may have been waivered. If this is a possibility the status of the applicant or a current director must be checked and confirmed to be legally applicable in such an instance.

**Appendix 2: Automatic Disqualification from being a Director/Trustee or from being a Senior Manager on the Management Committee.**

As specified by the Charity Commission, reasons for automatic disqualification to perform the role of a Director/Trustee or senior manager are as follows:

1. You have an unspent conviction for any of the following
   1. an offence involving deception or dishonesty
   2. a terrorism offence
      1. to which Part 4 of the Counter-Terrorism Act 2008 applies
      2. under sections 13 or 19 of the Terrorism Act 2000
   3. a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
   4. a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
   5. an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
   6. an offence of misconduct in public office, perjury or perverting the course of justice yes/no
   7. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence
2. You are on the sex offenders register (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
5. You are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have previously been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
9. You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
11. You have an individual voluntary arrangement (IVA) to pay off debts with creditors
12. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order.)