



# **RECRUITMENT AND SELECTION POLICY AND PROCEDURES**

**FURZEDOWN YOUTH CENTRE  
WELHAM ROAD  
LONDON  
SW16 6NT**

**September 2024**

## **Introduction**

Furzedown Youth Centre values all the individuals that make up the team who support the young people in years 6 to 13 who live in our locality.

This Recruitment and Selection Procedures and Policy aims to help us to find the right people to support our objectives as defined by our constitution:

*The object of the Furzedown Youth Centre is to help young people develop socially, physically, mentally, and spiritually, so that they may grow into full maturity as individuals and members of society. The Centre shall operate in a manner that is inclusive and welcoming to all, regardless of background or belief, in line with its faith-based principles. Use of the FYC shall be mainly, but not exclusively, for young people between years 6 to 13 who either reside or are schooled in Furzedown, in the London Borough of Wandsworth. The Centre shall promote activities and programs accessible to all youth in the community.*

## **For Voluntary Positions:**

### **Application**

All potential volunteers will be asked to complete an application form. This will help us identify a person's skills and experience and give an opportunity for the person to be interviewed informally by the session leader and/or Board member. To support the objectives of FYC we are looking for:

- previous experience (professional and life experience) of working with or looking after children and young people
- willingness to undertake training or be supported in the Centre's work
- respect for race, religion, culture, language, gender and abilities of the children.

### **Referees**

Our volunteer application asks for details of two referees. We will always follow up on any requests in writing. This should ideally be from a person who knows them well and has experience of their paid work or volunteering with children or young people. If the person attends a church other than our own, we will ask for a reference from their minister; if the person has moved to one of our churches in the past 5 years, we would ask for a reference from their previous church if they had one.

### **Vetting procedures**

We will give all potential volunteer the opportunity to disclose information about themselves relating to convictions and cautions (See appendix 1) and make their appointment subject to a DBS check.

### **We will prepare a volunteer handbook.**

This will contain all the required information about FYC to aid in successful volunteering. This will include copies of all relevant policies and procedures alongside a volunteer checklist for safer recruitment and a volunteer agreement.

## **For Employed Staff Positions:**

In order to maintain the Christian Ethos of FYC there is an Occupational Requirement that FYC staff shall be practising Christians committed to worship, prayer, study and service (in accordance with the Equality Act 2010). This will be made clear in Adverts for the post.

### **We will regard all potential workers as job applicants and give them a defined role.**

Before any appointment is made the Board will make clear exactly what the person is being asked to do. It may be useful to consult with those who have done the job in the past, or the group they will be working with, as well as other relevant agencies, parents or carers. This information will be put into a job description, which will include:

- Job title
- Summary of the main purpose of the job
- Person to whom the worker is responsible
- People who are responsible to the worker
- Main duties of the job
- Terms and conditions of the job.

We will write a person specification that will include:

- essential and desirable qualifications
- necessary previous experience
- essential and desirable skills
- other relevant requirements

### **We will advertise the post.**

The Board will have an advertisement that contains information about the role, the recruitment timetable, our commitment to safeguarding, the need for applicants to obtain a DBS certificate and the Occupational Requirement.

### **We will send out an information pack.**

We will prepare a suitable candidate information pack containing an application form (see Sample in Appendix 2), all the required information about FYC, the role and personal specifications, the recruitment timetable and our safeguarding statement.

We aim to ensure that we operate an equal and diverse recruitment process (in line with our Equality and Diversity Policy). Therefore, to enable us to assess which applicant is the most suitable for an advertised role, we will obtain, a completed application form, clarification of their right to work in the UK and will expect them to communicate how they meet the Job Description and Person Specification. We will also give them the opportunity to disclose information about themselves relating to convictions and cautions. See Appendix 1

### **We will create a shortlist, interview shortlisted applicants**

All interviews will be designed to get the best from the applicant, who may be nervous. We will make the interview appropriate for the post, and not unduly daunting.

We will:

- give a date by which applications must be received. We will establish a recruitment panel, ideally 3 people, who will both shortlist and interview applicants. We will try to ensure a balanced panel, regarding gender, ethnicity and knowledge. We may also want to include users of the service on the panel or as part of the process.
- shortlist according to whether applicants fulfil the requirements of the person specification.
- ensure that all shortlisted applicants receive the same letter of invitation to interview, supplying them with all necessary information.
- interview all shortlisted applicants, on the same day if possible. The panel will agree interview questions in advance, and relate them to the job and person specification.
- ask all applicants the same questions and be clear about what will happen next – e.g. the panel will make a decision, and let you know by ...., and if appointed, then the post will be conditional on receiving a satisfactory DBS check and two references etc
- ask for the names of two referees on the application form, and always follow up both of them in writing.

### **We will provide a contract of employment, a probationary period and suitable induction and ongoing training as required.**

When we are ready to make an appointment we will confirm the appointment in writing, make the appointment conditional on the successful completion of a 3-month probationary period, issue a

contract of employment to the worker, ensure that we have in place complaints, grievance and disciplinary procedures and formally commission them in their role. Once they are in post we will offer them support and training, including induction into their new role.

**Employed staff must have:**

- regular routine meetings with a named line manager, who is responsible for their targets, performance, any employment issues, and the general direction of their work
- a review or appraisal at least annually.

**Training**

Ongoing training is necessary for all employed staff and voluntary workers, to enable them to deliver the best service possible, and as a form of affirmation. For employed staff it should be part of their job description.

All voluntary workers must undergo regular in-house Safeguarding Training delivered by the Safeguarding Officer. All employed staff must attend a certified Safeguarding Training course every three years.

## Appendix 1

### Protection of Children & Vulnerable Adults: Confidential Declaration (New and Renewal)

This form applies to all voluntary workers and employed staff who are likely to be in regular and direct contact with children under 18 years of age, or vulnerable adults. Before an appointment can be confirmed, applicants are required to apply for and receive a satisfactory Disclosure from the Disclosure and Barring Service. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and when appropriate the FYC Safeguarding Officer. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer “Yes” to any question, please give details, including the number of the question it applies to and relevant dates, on a separate sheet and supply with the form in a sealed envelope marked ‘Private and Confidential’; the sealed envelope will be forwarded to the Safeguarding Officer, with your DBS application. All information declared will be carefully assessed to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children and vulnerable adults.

**1 Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?**

YES NO

***Note:** Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the UK.*

**2 Have you ever been cautioned by the Police, given a reprimand or warning or bound over to keep the peace?**

YES NO

**3 Are you at present under investigation by the police or an employer for any offence?**

YES NO

**4 Has your name been placed on the Protection of Children Act (PoCA) list, List 99, the Protection of Vulnerable Adults list (PoVA), the Independent Safeguarding Authority (ISA) Children’s Barred List or the Vulnerable Adults Barred List, barring you from work with children or vulnerable people?**

YES NO

**5 Have you ever been found by a court exercising civil jurisdiction (including Matrimonial or family jurisdiction) to have caused significant harm<sup>1</sup> to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?**

YES NO

***Note:** Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.*

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<sup>1</sup> Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.

6 Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm.

YES NO

7 To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

**Note:** Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

8 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO

9 Is this a new Confidential Declaration or a renewal?

NEW ☐ RENEWAL ☐ If a renewal, date of last declaration: .....

#### DECLARATION

I declare that the above information (and that on the attached sheets\*) is accurate and complete to the best of my knowledge.

*\*delete if no sheets attached*

Signed.....

Full name.....

Previous names you have been known by since aged 18 .....

Address.....

Previous addresses in the last 5 years .....

.....

Date of birth..... Date.....

**Please return completed form to FYC's Safeguarding Officer**



## Application Form for Furzedown Youth Centre

We ask all prospective volunteers and employees to complete this form as part of a safer recruitment process. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by FYC, unless requested by an appropriate authority.

### 1. Position Applied for

**POST TITLE:**

**LOCATION:** FYC

**HOURS:**

If part-time, specify your preferred hours per week and preferred days:

### 2. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name:

\_\_\_\_\_

Maiden/Former Name(s):

\_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place of birth: \_\_\_\_\_

Address :

\_\_\_\_\_

Postcode: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address:

\_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates:

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous \_\_\_\_\_

Previous \_\_\_\_\_

Address

Post Code

Address

Post Code



Have you ever had an offer to work with children, young people or vulnerable adults declined on the basis of suitability and/or risk assessment?

YES\*      NO\*      (\*Please indicate)

If yes, please give details

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### 3. Employment History

Please tell us about your past and current employment / voluntary work in the table below (most recent first):

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title	Reason for Leaving

#### 4. Education History

Please tell us about your formal education history (most recent first).

Name of School/College or University	Attended from (Date)	Attended to (Date)	Course/Qualification Title	Result/Outcome or Grade

#### 5. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. These people should be able to comment upon your character and suitability for this position. We reserve the right to take up character references from any other individuals deemed necessary.

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Email address \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Email address \_\_\_\_\_

Relationship \_\_\_\_\_

## 6. Additional Information

Please use this space to inform us of your skills, experience, knowledge, attributes and motivations for this position. You should refer to the Job Description and Person Specification for the position in completing this section. Please continue on separate sheets where necessary and attach them to your application form.

## 7. Confirmations

I confirm that the information I have given is true to the best of my knowledge. I understand that should the information I have supplied be false or inaccurate in any material way, CCPAS reserves the right to terminate either my involvement in the recruitment process or my employment should I later be appointed.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_