COMMUNITY TRUST

RECRUITMENT POLICY

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Appendices

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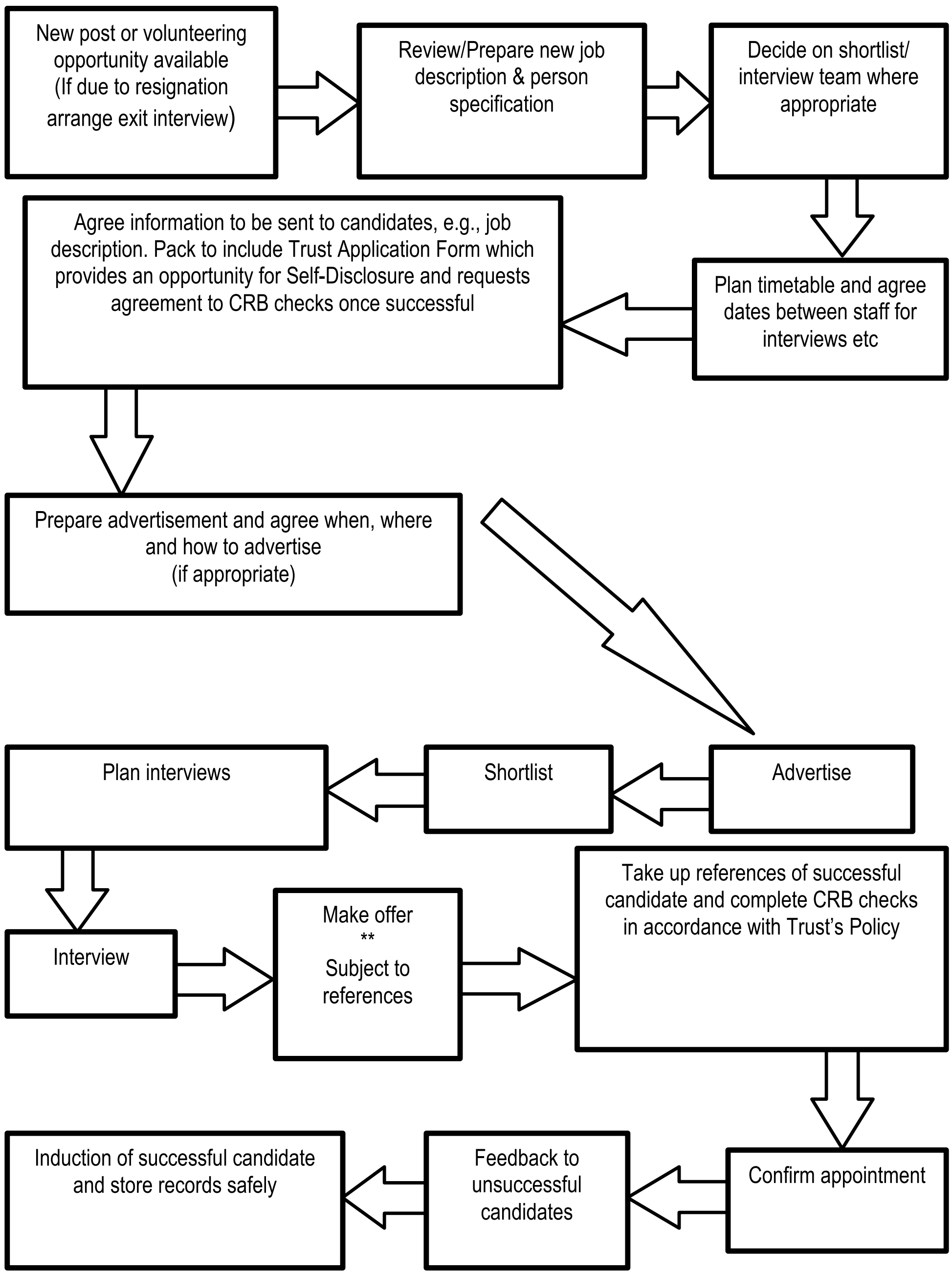
THE RECRUITMENT PROCESS

For paid employees and volunteers



- ** All offers, both part and full-time and voluntary are subject to a three month probationary period.

The flow chart below shows the procedure for recruiting staff and volunteers. For volunteers the initial stages will not be appropriate.

Trust Job Descriptions

Each Trust job description gives the following information:

Job Title
Descriptive of the job in question

Purpose of the Post
Main objectives clearly and concisely stated

Key Areas
To include key areas of responsibility

To Whom Responsible
Stating the post holder's immediate supervisors

Responsible For
List of staff, their job titles and the degree of responsibility post holder will have for them

Duties and Responsibilities
Clearly set out set out and specific for the task

Other Responsibilities
Eg targets, health & safety, confidentiality etc.

The Trust also includes:

- A clause to say that, in addition to the responsibilities listed, the jobholder should expect to undertake other related duties.

- The job description will be updated from time to time as part of the Trusts ongoing appraisal process.

All Job Descriptions will be to the point, easy to understand; jargon & acronym free

Care is taken to ensure that the job description does not discriminate against any particular group, on grounds of gender, age, race, religion or disability.

Job descriptions are updated regularly.

The Trust believes that the ideal time to change the responsibilities of a post is at a time of staff change

When a member of staff is leaving, the Trust arranges an 'exit interview'. This is an opportunity to learn more about their reasons for leaving, any changes they would have made to their job, and also to gain a clear understanding of how accurate the job description is.

Changes to any job description in the team are agreed by a process of negotiation, and may also lead to changes in pay, e.g., if more responsibility is included in a job.

The Trust will use annual appraisals and to look at staff performance to measure performance against expectation.

Trust Person Specifications

These set out the skills and qualities required by the post holder to fulfil their job role. The job applicant can then see if they have the right skills and experience. It enables the Trust to:

- draft any recruitment advertising required,
- choose who to interview,
- decide what questions to ask candidates and
- choose the most suitable candidate to be offered the job.

The person specification should cover the following areas:

- Education/training/qualifications required
- Relevant work experience required
- General and special knowledge required
- Skills and abilities required
- Any additional factors

Each area is divided up under two headings titled, **essential** and **desirable.** Under each heading, the Trust notes the criteria - knowledge, skills and experience, which are either essential and/ or desirable for the vacancy. See example at Appendix 1

It is decided how these criteria should be identified, e.g., via application form; at interview; through practical tests, etc.

Application Forms

All Trust application forms ask for:

- Personal details, e.g., full name, current and recent addresses and date of birth
- Education, training and qualification details
- Career details, in particular, details of any previous experience, voluntary or paid, of working with children
- Work interests and career hopes/plans
- Health and fitness
- Availability for work
- Permission to contact, in writing or in person, two people who have experience of their work or contact with children and who may be asked for a reference if short-listed.
- Details of any special arrangements that need to be made for them if they come for an interview
- Details of any convictions or criminal offences against children, including any 'spent' convictions under the Rehabilitation of Offenders Act 1974[1] [2]

The wording of the section that asks candidates to declare any Criminal Records is given at Appendix 2 and is taken from the recommended declaration from the "Recruiting Safely" Guide.

- All application forms inform candidates about the need for CRB checks at enhanced level[3]
- Any additional information to support the application
- The application form will end with a declaration statement recommended in the guide "Recruiting Safely". This statement, (summarised) is detailed at the footnote below.[4]

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[1] If disclosures are revealed the Trust will follow the procedure outlined in this document under the section entitled "What if disclosures are revealed". Self-disclosure does NOT negate the need for a full CRB Check – but a decision may be made NOT to employ the individual without needing to apply for further confirmation of convictions.

[2] The ability to ask an exempted question is made possible by virtue of the Exceptions Order to the Rehabilitation of Offenders Act (ROA).

[3] There is no general obligation on behalf of the candidate to apply for a criminal record check. However, the Trust will withdraw the offer of a position if a candidate declines to apply for a Disclosure.

[4] Declaration: I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the post holder will be expected to undertake, I also understand too that an Enhanced Disclosure will be sought in the event of a successful application. Signed, Dated.

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Advertising

Where advertising is required the Trust will consider the following:

Where should a post be advertised?

High cost

- Trade magazines, e.g., FiTC Magazine

Free or low cost

- Local papers
- Local radio
- Job centres
- Careers office
- Local colleges
- In-house bulletins
- Word of mouth

Local shops, post offices, community and sports centres
Libraries or schools may be good places to put adverts for people who don't read the papers.

What does the advert need to say?

- Who we are and what the Trust stands for
- Trust logo
- Title of post and brief description of what the job entails
- Hours required
- Qualifications
- Location of job
- Trust staff will refer to the job description and person specification to highlight the most important parts of the job/skills required.
- How to request an application form
- Closing date (generally 1 or 2 weeks is sufficient)
- Interview date (if known)
- Salary scale (optional)
- That the Trust is an Equal Opportunity employer

What else is considered when putting together an advert?

- The timescales – are they realistic?
- How will the advertisement stand out against competitors?

Shortlisting

The purpose of shortlisting is to select those candidates who, according to the information in their application forms, would be capable of doing the job.

If no candidates meet all the essential criteria, THE TRUST WILL NOT APPOINT, it will review the recruitment process and begin again.

At the shortlisting stage the Trust aims to:

- Match applications to the job description and person specification, (see the short listing matrix at Appendix 3)
- Check that the applicant has given concrete examples or evidence demonstrating how they meet the criteria rather than simply restating the criteria
- Short listed candidates are asked to bring to interview/meeting 2 original documents to verify their identity and home address. This is recommended by the CRB as it leads to a greater level of confidence in the applicant's identity.

The Trust aims to approach this task with an open mind so as not to pre-judge or make assumptions about an applicant's skills and abilities

In the case of not being able to short list anyone the Trust will consider the following:

- Did enough people see the advert?
- Was there enough time for applicants to reply?
- Was the advert sufficiently clear in terms of what the Trust was looking for?
- Was the salary reflective of the job?
- Were benefits, e.g., holidays, training opportunities, made clear?

Interviews

Preparing for interviews, the Trust will:

- Decide on who would be appropriate to get involved in any interviews (it is advisable that at least 2 people interview with 1 person acting as the 'chair'.
- Ensure interviewers are clear about roles and responsibilities.
- Discuss availability for shortlisting and interview.
- Consider if one interview or two interviews are required.
- Consider if other selection methods are required in addition to an interview.
- Ensure there is consensus among the interviewers regarding the meanings of the criteria being used.
- Ensure there is consensus about the system to be used to record the interviewers decision.

Deciding on a scoring method or system:

The Trust will endeavour to:

- Ensure it can analyse the scoring system to allow consistent and fair decisions
- Ensure that applicants requesting a job share are assessed in the same way as all other applicants
- NOT give criteria more emphasis than that stated in the person specification
- Record its reasons for not short listing on the form as the interviews go along as unsuccessful candidates have a right to ask why they didn't get an interview

The Interview Room - Points to consider

The Trust aims to use an appropriate setting, where the candidate will feel comfortable. The Trust will consider the following issues:

Privacy
Ensuring a separate room is used where discussions will not be overheard or observed.

Noise
Ensuring the quietest possible location is chosen.

Size/space
Personal body space for candidate and panel members.

Seating
A round table is used where possible as it leads to a more informal atmosphere. Avoid barriers between interviewers and interviewees.

Time of day
Consideration is given to travel times needed by candidates to get to and from interview. Those coming from a long distance will be invited to later interviews.

Heat, ventilation and lighting
Care is taken to make sure that the room is comfortable, not too hot/cold and that the lighting is suitable. Trust staff ensure that the room is tidy and presentable in order to create a professional impression.

Avoid interruptions
Remove telephones/mobiles and tell staff emergency interruptions only.

The following points would also be considered:

Would the candidate like a drink of tea/ coffee before the interview? Require the toilet? Will there be a jug of water available during the interview? Will a table be provided for paperwork, copies of documents etc? Are there sufficient resources if applicants have been asked to do a presentation, e.g., OHP's, flip-chart stand with paper and pens, video etc?

The Trust recognises that it is essential to lay out the room appropriately if an applicant has any sight or physical impairments, to ensure s/he can move around safely.

Questions – Tips and Guidance

Where appropriate the Trust will prepare an interview plan to cover both the format and the questions to be asked during interviews.

The aim of the interview is to discover how each candidate matches up to the person specification. Irrelevant questions relating to personal circumstances, children, age etc should be avoided.

The same questions may be asked of all candidates to ensure equality of opportunity to show their knowledge and expertise in the areas highlighted in the person specification. However, it is of the greatest importance that **the best candidate for the post is selected**.

Interviewers should endeavour to discover of each candidate all their skills, experience and abilities relevant to the post. It may also be necessary to ask questions to clarify something the candidate says or to follow up issues from the application form.

Have a summary of key words and phrases to look for (as a guide only) to help with assessment of candidates.

Score according to the agreed Interview Rating system.

Where appropriate, in keeping with recommendations in the Warner report[5] the Trust will ask questions that explore a candidates attitudes towards children, their perceptions about boundaries of acceptable behaviour etc.

Questions will cover areas including: *Work, education, health, job demands, aims and aspirations and the candidate's attitudes with regard to issues such as equal opportunities. Questions relating to family/domestic situations, etc.,* ***that are irrelevant to the job*** *could be either direct or indirect discrimination will not be asked.*

Questioning Techniques

Closed Questions

Closed questions can be answered with a 'yes' or 'no', e.g., 'Have you had experience of working with children with special needs?'

Such questions are useful for checking facts or to get a specific response. In general however, closed questions are not used in Trust interviews as they do little to encourage the interviewee to expand on the information they are giving.

Open Questions

Open questions get the interviewee talking about a topic at length, e.g., 'How do you think you could help to improve partnerships between parents and coaches ?'

These will form the basis of most of the questions used during interviews and may begin with 'why', 'what', 'how' or 'when'.

Open Probing Questions

These can help you obtain more detail about the candidate, e.g., 'What do you feel you could bring to the Trust in special interests and skills?'

The Trust aims not to ask leading questions, e.g., 'Are you happy working as part of a team?'

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[5] This report was conducted into "Selection, development and management of staff in children's homes."

It is obvious from a leading question what answer you are looking for and you will not learn anything (more) that will help you make your decision.

At the end of the interview the Trust will make sure that it gives the candidate the opportunity to ask any questions and to seek clarification on any points about which they may be unclear.

A member of the panel will let each candidate know when they can expect to hear from The Trust and how this contact will be made. e.g., by letter or telephone.

Interview Rating System

Trust staff will agree on an interview rating system that enables fair comparisons to be made. This could include a matrix which records the following;

No answer or poor performance
A response which is not relevant to the question or lacks any content.

Answer factually incorrect
Incorrect answer or inadequate.

Insufficient answer
Response had some relevance but was rather superficial and did not show any depth of understanding.

Adequate answer
Answer relevant to the question and demonstrated some understanding.

Good answer
Answer demonstrated a good understanding and knowledge relating to the question.

Excellent answer
Full answer which demonstrated an in depth knowledge and understanding of the question and the subject matter.

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Interview Techniques

The Trust will use different techniques depending on the level of the job it is interviewing for.

Formal
Prepared set of questions with a specially convened panel. Essential for a paid position.

For a paid position the Trust may hold both a formal and informal interview.

Informal
More of a chat or discussion with the candidate. The Trust always aims to allow time for staff to feed back on how the candidate conducts themselves with children and their perception of the candidate as a potential colleague.

This alone may be appropriate for non-paid helpers.

Within the above interview types the Trust may wish to ask the candidates to do one or more of the following:

Written Exercises
Such as preparing an example activity plan for a week suitable for the age group concerned

Practical Tasks
Such as asking the candidate to participate in a coaching/teaching session. Each candidate would need to do a similar, but not necessarily identical, task

Presentation
The candidate could be asked to prepare a presentation for a set period of time on a given topic, e.g., ‘The importance of a fair play ethos’

Samples of Work
Folders of evidence for NVQs (National Vocational Qualifications), examples of college assignments and projects undertaken during work experience placements may be requested as these can provide a valuable insight into the candidates’ strengths and weaknesses.

Samples of work may also include photographic records or actual pieces of work completed with children.

All completed application forms and any notes made during shortlisting and interviews are strictly confidential and are kept in a secure place. They should be held for no more than 6 months and then discarded by shredding.

The Trust accepts that candidates have a right to have feedback on their application and interview performance.

When selecting the successful candidate the Trust will only take into account information that was on the application form or mentioned in the interview. IT CANNOT TAKE INTO ACCOUNT ANY PERSONAL KNOWLEDGE IT MAY HAVE OF CANDIDATES.

Trust Procedure once a Decision to Appoint has been made

- A member of staff will telephone the successful applicant, congratulate them and offer them the job. If they accept the Trust will complete the relevant checks and follow up the references. (see below).
- Write confirming the offer, the start details and the conditions of employment. Stating that the offer is subject to satisfactory references and an approved, enhanced CRB Check. They will be asked to confirm, in writing, their acceptance.
- A probationary period is included within all employment contracts. The length of this period will depend on the nature of the job but will not to be more than 6 months. If the conditions of employment offered to the candidate are different during this period, this would be made clear in writing.
- Take up references.
- It is Trust policy to request an Enhanced Level CRB check for all successful candidates/volunteers who will work directly and indirectly with children or vulnerable adults.
- Write to all unsuccessful candidates thanking them for their interest. This is done as soon as possible.
- Offer feedback to unsuccessful candidates if they request it

Checks Required by Law

Disclosures

Anyone aged over 16 who is involved with the Trust in both a voluntary and paid capacity must complete Criminal Records Bureau 'Disclosure' form at enhanced level.

Ideally checks will have taken place before candidates start work. However, if this is not possible, then the Trust will ensure that they are never in sole supervision of children until the checks are complete. Those who have yet to have gained clearance at Enhanced level will not have an Identity Photocard. Therefore only staff issued with such a card can be left in sole charge young people.

The Disclosure Process

- There is a clear opportunity for Self-disclosure on initial application form
- Application forms will highlight the fact that all Trust staff, volunteers and paid will be required to complete a CRB check at enhanced level.
- Successful interview/discussion
- Candidate to complete a CRB Disclosure. There are two ways of applying for a Disclosure;

  Counter signatory or Candidate to be given the 11 digit Registered Body Number and then asked to call the application line at the CRB Contact Centre[6]. Staff at CRB will then ask a series of questions and complete the form on behalf of the candidate. It is then posted to the applicant who must check the details, sign the declaration and then take the form to a Trust Counter signatory who will then verify their original documents.
  Or

  The Trust will provide a CRB application form to the candidate. The Trust will also provide guidance notes[7] and note the form number assigned to each individual. (This enables tracking in the case of lost forms etc).[8]
  Forms are available from CRB in batches of 200 or 600[9].

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[6] 0870 90 90 844

[7] "An applicant's guide to completing the Disclosure application form. CRB11-02/2003"

[8] In keeping with CRBs request as a registered body Trust staff must ask candidates "are you planning to change your address within the next few weeks?" – this avoids returns going astray.

[9] To request new forms Tel the CRB Information Line on 0870 90 90 811.

- Trust signatories complete relevant sections and personally verify original documents in accordance with CRB Guidelines. The number and type of documents required is given at Appendix 4. The number of documents required is also dependent on whether or not the candidate signs box 69 in Section H. (See Appendix 4). The Trust will require at least one document that shows the applicants current address and at least one must show his/ her date of birth. However, counter-signatories can only place a cross against line 15 in Section X if they have seen TWO documents from Group 2[10] showing evidence of the applicant's current address. Box 15 should be left blank if only one verification of address is seen. The Trust notes that some documentation provided from the Group 2 list has a "lifespan" – please see the note at the bottom of Appendix 4. The details recorded in Section X enable CRB to know how much collaborative identity documentation has been seen. Depending on the amount of detail the Trust collects, the CRB will conduct further checks on its validity if they deem this necessary. (Where they receive no details in Section X, the CRB may have to make more extensive enquiries directly with the applicant and their nominated referee).
- Only original documents can be submitted by the candidate for validation. Given that many applicants may be unwilling to submit these original documents by post the Trust is happy to make arrangements with them to receive completed application forms and to verify supporting documents in person.
- Documents will be checked carefully by Trust counter signatory staff who will be specifically looking for evidence of forgery or tampering. Guidance on what to check for is given at Appendix 5
- Documents (such as passports etc) are returned immediately to the candidate. If this is not possible the candidate is given a receipt for their documentation and can be safe in the knowledge that it will be kept locked at all times. Documentation (such as passports) is returned at the first possible opportunity.
- Form sent to CRB by the Trust
- 6-8 weeks Disclosure is returned to both counter signatory and applicant[11]
- Disclosures returned:
- If no disclosures are detailed the candidate is cleared to work and will be issued with a Trust Identity Photo Badge
- If criminal disclosures ARE detailed the Trust will follow the guidance given later in this document.

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[10] E.g. Recent bank statement, recent mortgage or insurance statement, recent credit card statement (does not count if its from the same bank), current council tax bill, recent utility bill. The Trust takes "recent" to mean less than 2 months old.

[11] In a small number of cases an Enhanced Disclosure check may result in the local police force disclosing non-conviction information to the registered body only and not the applicant: this may include information about a current investigation. It should be noted that this information must not be passed on to the applicant.

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Trust Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

The Trust complies fully with the CRB Code of Practice re Disclosure storage etc. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and Access

Disclosure information is always stored away from personnel files in a separate, secure, non-portable, locked safe.

Access to the safe is controlled and limited to those who are entitled to see it as part of their duties e.g. a counter-signatory

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed on to those who are authorised to receive it in the course of their duties. The Trust maintains a record of all those to whom Disclosures or Disclosure information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, the Trust will not keep Disclosure information for any longer than is absolutely necessary. This will not exceed 6 months.

Disposal

After the retention period has elapsed, the Trust will ensure that Disclosures are shredded. Whilst awaiting destruction they will NOT be kept in any insecure receptacles. The Trust will not keep any photocopies etc of the contents of the Disclosure. However, notwithstanding the above, the Trust will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the disclosure was requested, the Unique Reference number and the details of the recruitment decision taken.

Trust Policy on the Recruitment of Offenders

The Trust recognises that Ex-offenders retain the protection afforded by the Rehabilitation of Offenders Act 1974[12].

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the ITFC Education and Sports Trust complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

ITFC EAST is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is requested for all Trust Staff (Paid and Volunteers) at Enhanced level as this is felt to be proportionate and relevant to the nature of the organisation. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Applicants are encouraged to provide details of their criminal record at an early stage in the application process. The Trust requests that this information is sent under separate, confidential cover, to a counter-signatory within the Trust and guarantees that this information is only seen by those who need to see it as part of the recruitment process.

When a post has NO opportunity for contact with children the Trust will not ask questions about a potential candidates entire criminal record. It will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. There are currently no such posts at the Trust.

At interview, or in a separate discussion, the Trust ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure on behalf of a candidate

[12] This Act sets out to help people who have been convicted of a criminal offence and who have since lived on the right side of the law.

to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust endeavours to make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and makes a copy available on request.

The Trust undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working the Trust. This will depend on the nature of the position and the circumstances and background of the individual’s offence.

Further Details on Disclosures that Reveal Criminal Convictions – and the Trust's Approach to this

Enhanced Disclosures show any convictions including those that are officially "spent". The Standard or enhanced disclosure will also show whether, under Schedule Four of the Criminal Justice and Courts Services Act 2000, the person is banned from working or SEEKING work with young people under the age of 18. If the person is banned the Trust has a legal responsibility to contact the police who will then take appropriate action. (See Appendix 6 for Schedule Four Offences). [13] No offer of employment will be made

Disclosures generally give only the basic facts (i.e. they do not provide a context or explain what an offence means.) In the event of needing clarification the Trust will to seek advice from Stadium Security/Personnel/ Local Police. This will not involve revealing the name of the individual concerned. [14]

If offences are shown on the returned disclosure (and none were revealed by the candidate on the initial application form) a formal, minuted, meeting would be held between the applicant and at least 2 Trust counter signatories to discuss

- Potential errors [15]
- Reasons for initial omission.
- How the offences occurred[16]
- And to outline the procedure from here forward. Until a decision is reached the candidate is requested not to work/assist/volunteer.

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[13] The Protection of Children Act 1999 requires childcare organisations to refer the names of individuals considered unsuitable for work with children to the Department of Health (DoH) List and the DfES List (Department for Education and Employment.)

[14] A legal reference book such as Card, Cross and Jones, (1998) Criminal Law. London: Butterworths Law may be of help.

[15] If there are serious discrepancies between prior disclosure (e.g. on an application form) and the returned CRB checks it is possible that a mistake might have been made, for instance, the information contained on the Disclosure may relate to someone else with the same name. Whilst every effort is made by the CRB to ensure Disclosures are accurate, a mistake may occur. If a discrepancy has occurred counter signatories can refer disputes to Customer Service (Disputes) PO Box 165, Liverpool, L69 3JD. Further advice can be gathered from the CRB Disputes Line 0870 90 90 778.

[16] "Recruiting Safely" points out that no two offences are exactly alike. Eg Burglary may at one end of the scale involve great loss to the victim and indifference on the part of the offender, while at the other extreme it may involve someone who s genuinely sorry about having a stolen a pint of mile through an open window.

A meeting with a minimum of 4 counter signatories would then be held at the earliest opportunity to reach a decision. At no point is the disclosure shared with non-countersignatures. The decision made must be based on a full and open discussion in accordance with the guidelines given below;

The Trust adheres to CRB Guidance and will consider the offer of employment if

a) It received satisfactory reassurance that the offence(s) are old or were committed when the applicant was going through particular difficulties which have been resolved
b) the offences were non-sexual and the individual has changed (e.g. they have a family and other responsibilities now and are keen to work and lead a law-abiding life)
c) the offence is not work-related or if the post is at a level of responsibility which means that the applicant does not represent a risk

Other factors to be considered include

d) The degree of intention on the part of the offender
e) The damage caused
f) The sense of remorse or otherwise of the offender

The Trust will seek specialist advice where it is felt appropriate in order to make a thorough individual risk assessment. The Trust retains the right to withdraw an offer of employment if it is felt that the individual may not be suitable. It is Trust policy to automatically withdraw the offer of employment from candidates whose convictions fall into Schedule 4 Offences (see Appendix 6) and those that, though not listed on Schedule 4 fall in to one of the 3 categories below:

1) Violent Offences of a serious nature
2) Sexual Offences
3) Drug Offences - involving a third party or current use
4) Dishonesty – when this has involved defrauding a vulnerable older person, young person, or someone with a learning disability.

It is important to remember that all 4 categories cover a wide range of behaviours from the relatively minor to the most grave. Each individual risk-assessment will work on the principle that a suitable applicant should not be refused a job because of an offence that is not relevant to the job.

If employment/volunteering is approved the candidate must agree to a further enhanced disclose to be completed in 12 months. Any additional offences and the applicant will not be allocated any further work.

Trust Procedure for Candidates who have lived abroad

Disclosures may not provide information on people convicted abroad, although the CRB will draw on data on the Police National Computer, which contains details of some 70,000 offences committed overseas. If a candidate has lived abroad for a period of more than one month the Trust will follow CRB Code of Practice Guidelines and make use of the Overseas Fax Back Service[17]. It will also request that the candidate still completes an Enhanced Disclosure – as this is the only way to check individual against the lists held by the Department of Health and DfES.

[17] This service provides details and guidance to both employers and individuals on how to obtain a certificate of good conduct or a copy of their own criminal record, from overseas. There are currently 17 countries included on the Fax Back Service. Each country has a unique fax number associated with it. A full list of countries, together with their fax numbers can be found on the CRB website. www.crb.gov.uk (Click on Services) You do not need to send anything, just dial the number of the country and the information will be sent back almost immediately. There is a help line service if you experience difficulties with the Fax Back Service – 0870 906 3434. Please note that returns may need translation. Further information can be obtained from the CRB overseas Information Service; overseas@crb.gsi.gov.uk

Trust Policy on Candidates who hold a prior Disclosure Certificate

If a successful candidate supplies an enhanced police check it may not be necessary to carry out a further check. When deciding whether to accept a previous Disclosure the Trusts overriding consideration is safety. The Trust will consider

a) The length of time that has elapsed since that Disclosure was issued (Maximum of two months)
b) The nature of the position for which the Disclosure was issued. (If it was NOT for a position that involved working with children then a new Disclosure will be requested)
c) The level of the disclosure (Only enhanced will be accepted).
d) The nature of the position for which the person is NOW applying.

The Trust understands that at the time of the original Disclosure, the Police may have sent a confidential letter to the counter-signatory outlining pending enquiries or other sensitive information. It is illegal for a counter signatory to make the candidate aware of this – so a Disclosure itself may NOT be totally complete. In line with CRB recommendations before accepting a previous Disclosure, the Trust will ensure the following 5 conditions are met;

a) The disclosure if less than two months old
b) The disclosure is an ORIGINAL[18]
c) The disclosure is at enhanced level.
d) The disclosure was for a similar role as that to which the candidate is applying
e) The original counter-signatory is contacted to verify that additional document was NOT received/or CRB is contacted to verify that that the disclosure was issued on the date given[19].

If one or more of the above are NOT met a new enhanced check will be requested.

If we are calling the original counter signatory what will they need to know/what will we need to ask?

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[18] Features of an original document include a crown seal watermark is repeated down the left hand side of the Disclosure. A heat sensitive diamond-shaped security panel to the left of the Disclosure title, which will change colour when warmed, for example when held between the thumb and forefinger, A background design incorporating the word Disclosure which appears in a wave-like pattern across both sides of the document. If you are unsure if a document is original then the Trust will contact the CRB information line 0870 90 90 811.

[19] CRB should only be contacted if the original counter signatory cannot be reached.

The name of the original counter-signatory is detailed on the candidate's certificate – along with their organisation. The Trust will ask whether any

additional information was supplied.[20] Having established its credibility as an organisation (and after having given its Registered Body Number) the previous counter-signatory is able to answer Yes/No. If they say that additional information WAS included then the Trust will request a new Disclosure from the candidate. Before the Trust contacts the previous Counter-signatory the Trust must obtain the consent of the candidate before asking the Counter signatory to release any information about the previous application. The Trust, in accordance with CRB recommendations will ask the candidates to sign a consent statement, a copy of this can be found at Appendix 8

In the second instance, or, if unable to contact the previous counter signatory it is Trust policy to call CRB to confirm that a check was indeed issued on the date given.[21]
If there is any doubt regarding authenticity then a new check will be requested.

[20] The candidate is NOT allowed to hear this question asked or be party to the answer. Such a breech of police confidentiality is illegal.

[21] Tel 0870 90 90 822

Other CRB Considerations

How often will the Trust conduct rechecks?

The Trust's current policy is to request an enhanced level CRB check at the point of recruitment for all members of staff. A further CRB check is required if

a) The individual moves to a new role within the Trust and/or

b) Information is supplied to the Trust to suggest a renewed check would be prudent.

The Trust is currently reviewing its recruitment policy and will, in the near future, be requiring all staff to complete a new CRB check every 3 years.

Cost of CRB Checks

There is no cost for volunteers.
The Trust makes no charge for full-time members of staff.
There is an initial payment requested on part-time coaches of £33, this is reimbursed after a 3-month loyalty period.
External checks, made on behalf of partner organisations etc are subject to a £5 administrative charge (for volunteers) and £33+£5 for non-voluntary staff[22].

CRB Checks for external organisations.

It has been agreed by the Trust that no CRB checks will be completed for external organisations until further notice.

[22] A volunteer is defined by CRB as an individual who "is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative."

The Trusts' Post Appointment Policy

The Trust is committed to effective post-employment management and recognises the fact that even the most careful recruitment process cannot identify all those who pose a risk to children and vulnerable adults. As part of this endeavour staff are encouraged to remain alert to indicators of untoward behaviour. The Trust aims to maintain a culture which gives staff and the people they work with the confidence to raise concerns. Based on the publication *Safe from Harm*[23] the Trust

- Has its own Child Protection Policy
- Plans its work to minimise situations where the abuse of vulnerable people may occur
- Has agreed procedures for protecting young people, which are applied to all staff.
- Gives staff clear roles.
- Uses supervision as a means of protecting vulnerable people
- Requires completion of a recognised Child Protection course for all coaches/teachers.
- Encourages Child Protection training amongst volunteers.

[23] Safe from Harm (Home Office, 1993)