



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD
Safer Recruitment and Selection of Staff Policy

FAST FORWARD is an DJ & Music Studies provision who caters for up to 50 students aged 11-16 years; however, we aim to target KS4 and above, looking to extend to Post 16 Opportunities. Students who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

Underpinning Legislation:

- The Children's Homes (England) Regulations 2015 (amendment 2018 – in line with Academies)
- Equal Pay Act 1970 (Amended 1983 – equal value for women in same employment)
- Sex Discrimination Act 1975 (Amended 2010 – equal treatment for men and women)
- The Race Relations Act 1976 (Amended 2010 - statutory duty on public bodies to promote race equality, and to demonstrate that procedures to prevent race discrimination are effective).
- The Disability Discrimination Act 1995 (Amended 2010)
- The Employment Equality Regulations (religion or belief, sexual orientation, age) – Amended regulations between 2008-2011)
- General Data Protection Regulations 2018 (updated 2022)
- Regulations/Data Retention and Privacy Regulations
- KCSiE 2022 / Updates in 2024

Outcome:

There is a careful selection and vetting of staff and volunteers working with children at FAST FORWARD and monitoring of such people to help prevent unsuitable people from having the opportunity to harm children.

Safer practice in recruitment means thinking about and including issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process and in staff management development and training. Throughout the processes of recruitment and selection, it is therefore important that applicants for positions working with children are aware of the commitment to safer recruitment and safeguarding children in general.

The company makes sure that safeguarding features highly in all the processes, policies, procedures and practice and we hope to send a clear message to all applicants and existing staff and volunteers and helps to deter unsuitable individuals and inappropriate behaviour.



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Aims and Values

As an organisation, we recognise the importance of recruiting the right people to work with the children in our care, ensuring that we have a balanced team in terms of gender and age and take stringent steps to maintain the safety of the young people. FAST FORWARD adopts a consistent and thorough process of safe recruitment to ensure that those recruited are suitable to work.

What We Do?

At FAST FORWARD safer recruitment practice is applied at all stages of the recruitment process. The organisation refers to the Safer Recruitment Guide, DfE 2012 (2018) for further reference.

- Advertising and information for applicants
- Selection of candidates through person specification
- Interviewing short-listed candidates, questions and written exercise
- Linking certificates with application form
- Identity check
- Offer of appointment to successful candidates
- References, written and verbal
- Enhanced DBS Checks
- Check that you can work in the UK and if you have lived outside the UK before- We check driving licence and passport.
- Induction and supervision of newly appointed staff
- GDPR 2018 (updated 2022) Regulations are followed and informed within process

All advertisements or approaches to potential staff clearly state the role and responsibilities required for each post advertised.

An application form is sent to the person, along with details on the company, job description and person specification. We do not consider applicants unless a fully completed application form is returned. The application form asks for:

- Full personal details
- A full history of employment, both paid and voluntary, since leaving school including any period of further education or training
- Gaps in employment and explanations for these, if any
- Relevant academic and vocational qualifications
- A declaration that the person has no convictions and cautions
- Referee details
- GDPR related questions/signatures needed.

Once candidates are shortlisted against person specifications for positions available, the candidates are contacted and invited in for interview. At least one week's notice is offered for candidate to attend an interview, unless otherwise agreed. The candidates at this stage are asked to bring in



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information for identity checking, and all original certificates and qualifications to link against the application form and information that has already been provided.

Wherever possible young people will be involved in the interview stage, whether this be on the interview panel, via an informal interview in situ or offering guided tours around FAST FORWARD. This allows for the candidate's attitude towards children to be viewed and for children to have a part in the decision-making process. Children will not be left alone with candidates at any time.

Applicants are again asked to discuss any convictions or cautions, if declared on the application form and gaps in employment are discussed to confirm previous information. The candidate's fitness to work is asked during the interview stage as part of the interview process.

The Panel will ask agreed questions to candidate relating to the requirements of the post. The questions are then graded. This will be explained to the candidate before the interview commences. The interview panel will also explore the candidate's attitude towards children, their ability to support and commit to the safeguarding and promotion of children and any discrepancies arising from the information provided.

The interviewee will ask whether the candidate wishes to add anything or ask any further questions.

Candidates may be asked to visit the setting, if interviews are held elsewhere. This enables potential candidates to meet staff and children on a sessional basis and ask any further questions. Observation of interaction and character would then be monitored and recorded on a feedback from which is completed by staff with support from the children if appropriate, which will further inform a decision.

A decision is made once any applicants have been interviewing on each session, and successful candidates are contacted via email in the form of an offer letter, pending successful references and DBS and other necessary checks (such as right to work in the UK). A candidate may be invited back for an informal chat regarding the role if a decision has not been reached from the first interview, as some areas may not have been demonstrated well or fully covered at the interview.

References are then obtained, with one reference at least being from a current or previous employer. Once the written references are obtained then verbal references are followed up to confirm the viability of the reference and to allow any further information to be passed on that may assist in the decision-making process.

If a candidate provides an existing and clear enhanced DBS that is less than 18 months old and signs an employment contract stating that no other offences have been committed during this period, then we will allow the successful candidate to begin work with supervision and no lone working with young people until a DBS has been obtained through the company.

Once all relevant documentation has been verified and approved by the Director, a letter is sent to the successful candidate stating such. This letter might also at this stage include a start date and



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contract of employment. The company will then require that this is sent back signed, along with 2 passport photos for an ID card and personnel file.

The new employee is on probation for six months and only then will be confirmed in post, if performance is not to the standard required employment can be terminated or an individual action plan be put in place and probationary period extended.

Throughout the process a Recruitment check list is completed to ensure that all information is obtained.

All staff upon beginning employment will undergo a thorough induction training programme (see training policy).

Staff will receive regular supervision. (see Supervision policy)

Agency Staff and Contractors

If agency staff are used to work with children, we will obtain confirmation from the staffing agency that the appropriate checks have been carried out and are satisfactory. We will ensure that the contract or arrangement with the staffing agency imposes an obligation on it to carry out the same checks as the company does for its own staff. We will also ask if the DBS disclosure contains information and, if so, obtain relevant information from the agency that obtained it. The same enquiries will be made of any contractor we use to provide services that give rise to the staff having contact with children.

ALTHOUGH FAST FORWARD ALTERNATIVE PROVISION DO NOT USE THESE CURRENTLY.

Interviewers qualifications and experience

All prospective staff are interviewed by Directors of FAST FORWARD who have both completed updated and current training in Safer Recruitment (**Level 2**).

Written by: Adele Meek (QA Consultant)/ Approved by Director Steve Lee

4TH October 2023 / 30th August 2024
Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.