



BOLTON WANDERERS FOOTBALL AND ATHLETIC SAFER RECRUITMENT POLICY

Safer Recruitment Policy

Principles

As part of Bolton Wanderers Football and Athletic Club, Safeguarding Children Policy, we recognise the importance of safeguarding and protecting children and young people. An important element of this is ensuring that we recruit the best people for roles working with children and young people across the Club through a safer recruitment process, which is supported by the Club's Recruitment Policy. This policy applies to all roles, whether paid or not.

Who requires a DBS check?

In line with the Safeguarding Policy, 'regulated activity' is defined as follows:

Teaching, training, instructing, caring for or supervising children or providing advice on well-being or driving only for children.

The above happens frequently (once a week or more) or happens intensively on 4 or more days in a 30 day period, or overnight.

The individual carrying out the activity of teaching, training instructing is unsupervised

All staff and volunteers having access to and working with children and young people are required to supply references and carry out a DBS.

Whose responsibility is it to identify who requires a DBS check?

- This is the responsibility of the Line Manager / Recruiting Officer
- If you feel the role falls into the above then you must follow the below:

Steps to take at Recruitment stage:

- Prior to starting the process you will need to identify if the role falls into the 'regulated activity'
- If you have any concerns identifying this then seek further guidance from the Senior Safeguarding Manager.
- You will need to consider the interview stage and exploring the applicant's suitability
- During interview you will need to discuss and make the applicant aware that a DBS is required.
- Once the appointment is made, without delay, issue a DBS application form to the individual and request they complete it ASAP providing you with the original documentation to carefully check, verify and sign off.

- Don't forget to advise them that once we have sent the form off, they will receive the certificate at home and they must bring the original in for us to view and record the details from the certificate.
- If they start employment with the DBS having been returned then they MUST NOT have any unsupervised activity with Children.
- If they have a current DBS (issued within the last month) then this can be submitted and in place to cover whilst we are applying for one ourselves.
- Each DBS check will cover the individual for 3 years, and Sue Mitton (Database Administrator) will notify each month on those expiring in 2 months – giving us 8 weeks or so to complete the application form and get the certificate back.
- Ongoing checks – Within this 3 year period, each year those with a DBS check will be required to sign a declaration to confirm that nothing has changed. Sue as administrator will flag to the Designated Safeguarding Officer of that area each month when these are due.

Interview Questions

The use of appropriate questions which link safeguarding to the purpose of a vacancy ensures that applicants are aware of the Clubs obligation to safeguarding but in addition, ensures that those applicants who are not suitable to work with children and young people are identified. Below are a series of appropriate questions, with anticipated answers, for applicants applying for general posts and those applying for specific managerial roles.

SAMPLE QUESTIONS – GENERAL

1. Tell me a little bit about the experience you have had working with children.
2. Do you know anything about policies and regulations in relation to safeguarding children?
3. What do you think an organisation like ours should have in place to ensure the safety and wellbeing of the children we work with?
4. Within your past experience can you give me any examples of when you dealt with a potentially sensitive or difficult situation concerning a child or parent? What did you do to help the situation? What if anything would you do differently? What did you learn?
5. What do you think are important skills and qualities to have when working with children and young people?
6. What do you feel your key experiences and knowledge is in relation to safeguarding children in this post?
7. How would you encourage self-confidence and independence in the children?
8. On a practical level how would you ensure the Health & Safety standards are maintained in the Club?
9. Why do you think it is important to work as a team?
10. Can you provide examples of when you have made a difference in creating a positive working environment?
11. Why have you applied for this post and why are you the suitable candidate?
12. Safeguarding children is an important part of our work. Can you give me some examples of how you would contribute to making the Club a safer environment for children?
13. Have you ever felt uncomfortable about a colleague's behaviour towards Children in a previous job? What were your concerns, what did you do and how was the issue resolved?
14. Tell me about a time when a child or young person behaved in a way that caused you concern.
15. How did you deal with that? Who else did you involve?
16. Why do you want to work with children? What do you think you have to offer? Give an example of how children have benefited from contact with you.
17. Bullying is often a serious issue that has to be dealt with in all areas of work with children. In your experience what is the best way to deal with it? How did your previous organisation tackle the problem?

18. Tell me how you have developed your knowledge and practice over the last 12 months in relation to your work with children. How have you used it to be more effective in your work?

Anticipated Answers

It is not essential that applicants have previously worked with children but it is a benefit. If they have not worked with children previously – clarification why they are applying for the role must be made. Key themes that should be evident through the interviewing stage and reference stage for an applicant is that the child's welfare and development is paramount; they have some awareness of best practice such as qualified staff, inspections, child's rights, parental partnerships, Safer Recruitment. A proactive approach; training; policies and procedures.

SAMPLE QUESTIONS – MANAGER ROLES ANTICIPATED ANSWERS

1. Tell me about your understanding of policies and regulations in relation to safeguarding children?
 1. Child's welfare and development is paramount, staff/child ratios, floor space, ½ qualified staff, inspections, child's rights, parental partnerships.
 2. Tell me about a time when you questioned information you received in relation to a child's safety. Why did you question it? What was the outcome?
 3. Putting the child first's welfare first. Is clear about what should be done and is considered in the choice of actions
 4. What can you see as potential challenges within the post and how will you overcome these?
 5. *Role specific*
 6. 4. What would you do if you saw a member of your staff displaying unacceptable behaviour e.g. shouting at a child?
 7. Reassure child, talk to staff member privately, policy, report to your manager.
 8. 5. What are factors that lead to creating a safer culture?

An open culture, no secrets

 - A belief that it could happen here
 - Clear procedures for reporting concerns about the behaviour of staff and volunteers towards children
 - Support for children and adults who do raise concerns and a commitment to take action on any concerns raised
 - A code of conduct that makes clear what is acceptable and unacceptable behaviour
 - Policies, procedures and code of conduct that are not just documents but are used, with people made being accountable for following them
 - Effective and meaningful training
 - Good induction and use of probationary periods
 - A commitment from all who work there to safeguard and protect children and to maintain an on-going culture of vigilance

Interview Questions

During your selection activities you may hear things that would cause you concern and which you would then need to explore further with the candidate. These may include:

- Lack or no understanding or appreciation of children's needs or expectations
- They appear to want the role in order to meet their own needs rather than the needs of children and Club
- Using inappropriate language when talking about children
- Vagueness about experiences and/or gaps on the application form or unable to provide examples to support their answers
- A maverick – unwilling to follow rules, procedures or work with others

Interpretation of References

On receipt of references, checks should be made that all questions answered satisfactorily. A follow-up telephone call to the referee should be made to confirm their identity. Questions not answered or which were vague should be followed up during the call if necessary. References should be checked for consistency with the application form.

Details / discrepancies from references should be discussed with the applicant. Information about past disciplinary actions or allegations should be considered.

Safer Recruitment Best Practice

When recruiting staff or volunteers to work with children, always remember to follow recruitment best practice. This means:

- Application forms should include all relevant information and make clear that references will be sought after the offer of employment is made.
- Advertisements should include a statement of the Clubs commitment to safeguarding. The current statement is *"Bolton Wanderers Football and Athletic Club, is an Equal Opportunities Employer and recognises the importance of safeguarding children and vulnerable adults in our work place."*
- Advertisements should say that successful candidates will need to have an Enhanced DBS check.
- During the shortlisting process, make a note of any discrepancies such as gaps in their employment history to raise with the individual if they are short-listed for interview.
- Interview panels should have at least two members.
- Interviews should explore the candidate's suitability to work with children.
- Ideally being able to look at original documents when checking the candidate's identity and qualifications.
- Only a verbal offer will be made whilst a DBS check is done, and the offer of employment will be subject to a DBS check coming back within the probationary period at the latest. This is expected for volunteer roles as well.

It is expected that no post will be offered until the following has been confirmed:

- The candidate has permission to work in the UK
- The candidate is not on the DBS barred lists.

Recruitment of Ex Offenders

Bolton Wanderers Football and Athletic Club, will consider applications from relevant and suitable applicants for each vacant position, and will treat DBS applicants who have a criminal record fairly and will not discriminate automatically because of a conviction or other information.

For further information please speak to the Designated Safeguarding Officer and/or the Senior Safeguarding Manager of the Club.

The FA's Policy Statement can be found by clicking on this link in your browser

http://www.eeyfl.co.uk/files/The_FAs_Policy_Statement_on_the_recruitment_of_Ex-Offenders.pdf

Policy signed:

Signed: _____

Date: _____

Date of next review: July 2020