



Safe Recruitment Policy

AGREED- JULY 2023

REVIEW DATE- JULY 2024

Introduction

The purpose of this policy is to set out the requirements of a recruitment process for the Food Friends team, to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly or any “person at risk”.
- identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

The Food Friends team incorporates all Food Friends employees, trustees and volunteers.

Statutory Requirements

Where there are some statutory requirements for the appointment of the team, they must always be met, recognising that those requirements will change from time-to-time.

Identification of Recruiters

Food Friends receive pro bono support from Workfolk HR Consultants who offer support with the recruitment process.

Volunteers

Advertisements for volunteer posts – whether in newspapers, hard copy or on-line – where possible, will include the statement:

“Food Friends is committed to safeguarding children, young people, vulnerable adults and the elderly or any “person at risk” All volunteers are subject to a satisfactory Basic Criminal Records Bureau disclosure.”

All applications must be in writing either on paper, e-mail, or application form. All prospective volunteers must provide two character references. Referees will always be asked the candidate’s suitability for working with children, young people, vulnerable adults or the elderly. The reason for this is to have an additional process in place to safeguard adults at risk. See Appendix 1 for Food Friends reference request template.

- References will be sought directly from the referee.
- References or testimonials provided by the candidate will never be accepted.
- A detailed written note will be kept of all references.

Employees

Short-listing and References

- Short-listing of candidates will be against the person specification for the post.
- Where possible, or with prior consent references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee.
- References or testimonials provided by the candidate will never be accepted.
- Referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Referees will always be asked specific questions about:

- the candidate's suitability for working with children, young people, vulnerable adults or the elderly.
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly.
- the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment.
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- to declare any information that is likely to appear on a Criminal Records Bureau disclosure.
- to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly.

Employment Checks

All successful applicants are required:

- to provide proof of identity.
- to complete a Criminal Records Bureau disclosure application and receive satisfactory clearance.
- to provide actual certificates of qualifications (if required).

- to provide proof of eligibility to live and work in the UK.

Induction

All members of the team who are new to Food Friends will receive induction training that will include safeguarding training and guidance on safe working practices, including lone working.

APPENDIX 1 – REFERENCE REQUEST WORDING

RE: INSERT VOLUNTEERS NAME HERE

The above named person has expressed an interest in becoming a Food Friends volunteer cook. They passed on your details as they felt you would be a suitable person to provide us with a character reference for themselves.

A volunteer cook makes and delivers an extra portion of home cooked food to a neighbour who would benefit from a delicious meal, delivered with some company and conversation, as and when they can. The volunteering role often involves working with vulnerable members of the community and can involve navigating difficult situations and maintaining boundaries.

With this in mind, please would you give us your opinion about their suitability for this role. Please include what your relationship is to this person, how long you have known them and anything else you think we might find helpful. The information you provide will be treated confidentially and will not be shared.

Thank you in advance for your time and help with this.

Yours sincerely,