

## Safer Recruitment Policy

### Policy statement

FUNdays Club is committed to promoting the welfare of all children & young people who use and interact with the organisation's services and for keeping them safe. In line with the Equal Opportunities Policy, FUNdays Club is committed to equality, valuing diversity and working inclusively across all of its activities - and this applies also to the selection, recruitment and induction of new staff. To this end, FUNdays Club aims to have a workforce that reflects a variety of backgrounds and cultures and who can provide the relevant knowledge, abilities and skills that are required for the organisation.

All elements of these safer recruitment policies, procedures and processes apply to any person responsible for the recruitment, selection and induction of staff at FUNdays Club - as well as those who may participate in shortlisting and interview panels.

The purpose of this Safer Recruitment Policy is to ensure that FUNdays Club:

### Purpose

- Recruits and selects the best possible people available to join the organisation
- Takes all reasonable steps to prevent unsuitable people joining the organisation
- Recruits, selects and manages all staff in a way that complies with legislation designed to combat inequality and discrimination
- Does all it can to achieve and maintain a diverse workforce
- Has recruitment and selection processes that are consistent and transparent
- Assesses and judges' applicants as competent before an offer of employment/volunteering is made
- Inducts properly and fully all new staff.

### FUNdays Club recognises that:

- Its workforce is its greatest asset
- Unsuitable individuals sometimes seek out opportunities via employment and volunteering to have contact with children & young people in order to harm them
- Some groups face unfair discrimination in the workplace
- All participants, as well as their parents, families and carers, will benefit from the organisation's efforts to recruit and select a skilled and committed workforce that has been drawn from a diverse range of backgrounds that reflect our community
- Newly recruited staff cannot possibly perform their roles effectively unless they are inducted properly and receive on-going support, supervision and training as appropriate.

**Reviewed & Updated: September 2021**

FUNdays Club will review this [Safer Recruitment Policy](#) and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children; following a safeguarding incident within FUNdays Club (or one which directly concerns or affects FUNdays Club); and/or following a significant organisational change.