

Recruitment Procedure

As part of our commitment to safeguarding children AWCF will ensure all recruitment maintains the following procedure for Safer Recruitment.

When advertising a vacancy we will ensure the following statement is included.

'AWCF is committed to safeguarding and promoting the welfare of children and young people and expects this to be the priority for all staff. All posts are subject to satisfactory Enhanced CRB and POVA checks, 2 references one from the most recent employment, identity checks and proof of qualifications.'

Applicants will be asked to request an application pack.

Application pack is to include our Safeguarding Children, Equal Opportunities and recruitment of ex-offenders Policy, job description, person specification, application form, health declaration, terms and conditions of the post and standardised covering letter for recruitment.

Short listing

Applicants will be shortlisted according to the evidence presented in their application forms against the person specification for the role. Incomplete applications will be returned for completion and a record of missing information will be retained. Verification will be required for any changes in employment particularly where there has been no clear progression of salary or career or where a move from permanent to temporary employment has been made.

Obtaining References

Applicants who have been shortlisted will have their references contacted with the standardised reference request form. Once received written references will be followed up with a phone call to clarify the information given.

Short Listing for Interviews

Once references have been received this information will be considered alongside the person specification for the role and final decisions on who to interview will be made. Candidates unable to provide a referee from their most recent employer plus one other referee will not be offered an interview.

Interviews

Interviewees will be graded in interview according to the person specification and response to the set interview question list. They will also be asked to join the children for a set period of time where the children will rate the candidate according to their criteria. The children's rating will be valued equally to the other criteria when considering the successful applicant.

Conditional Offers of Employment

All offers of employment will be conditional based on satisfactory CRB and POVA checks and subject to a 3 month probationary period.