

SAFE RECRUITMENT (INCLUDING OPERATING PROCEDURE)

INTRODUCTION:-

The purpose of this policy is to set out the minimum requirements of a recruitment process for volunteers of The Friends of MV Freedom that aims to:-

- attract the best possible volunteers to fulfil to roles within the charity
- deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
- identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

2. STATUTORY REQUIREMENTS

Where there are some statutory requirements for the appointment of some specific roles, e.g. qualified skippers, they must always be met, recognising that those requirements will change from time-to-time.

3. IDENTIFICATION OF RECRUITERS

Subject to the availability of training, MV Freedom will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4. INVITING APPLICATIONS

Advertisements for volunteers - whether in newspapers, journals or on-line - will include the statement: "The Friends of MV Freedom is committed to safeguarding children, young people, vulnerable adults and the elderly. All volunteers are required to provide a suitable reference." Prospective applicants will, as a minimum, be supplied with or given access to (eg: on MV Freedom's website) the following:

- job description and person specification;
- MV Freedom's safeguarding policies;
- MV Freedom's safe recruitment policy;
- the selection procedure for the post.

All applications must complete a written application form (either on paper or by e-mail).

Selection of candidates will be against the person specification for the post. Where possible, 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.

Where necessary, 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. Referees will always be asked specific questions about:

- the candidate's suitability for working with children, young people, vulnerable adults or the elderly;

5. THE SELECTION PROCESS;-

Selection techniques will be determined by the nature and duties of the role the volunteer is seeking, but all vacancies will require an interview. Interviews will always be face-to-face.

Potential volunteers will always be required:

- to provide details of previous relevant experience
- to declare any medical information that would be relevant for a skipper to be aware of
- to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly.

6. BACKGROUND CHECKS

All successful applicants are required:

- to provide proof of identity;
- to provide actual certificates of qualifications (where applicable);
- to complete a confidential health questionnaire;

7. INDUCTION

All staff who are new to MV Freedom will receive induction training that will include MV Freedom's safeguarding policies, guidance on safe working practices and the Generic Risk Assessment.

- Boat familiarisation and Safety Operating Procedures based around the Crew Safety Handbook.
- Shadowing opportunities with experienced crew.

8. RECRUITMENT OPERATING PROCEDURE

Background

This operating procedure exists in order to ensure consistency and fairness in the recruitment of new volunteers. It should be operated under the umbrella of and in conjunction with the **Safe Recruiting Policy**.

9. ROLES WITHIN THE CHARITY.

There are a number of different roles within the charity that fall roughly into the following categories

- > Trustee
- > Secretary
- > Skipper
- > Crew
- > Fund Raiser
- > Friend of Freedom
- > Also existing are the Financial sub- committee, new boat research group, MVF maintenance group, and others as maybe required by the Trustees, and members may be requested to assist these groups from time to time, especially if they have relevant specialist expertise.

In order to ensure we get the best fit into each role there will be a job description and person specification for each role. (These need to be developed and agreed.) When we have vacancies in any of these roles we can recruit volunteers who meet the person specification and can fulfil the job description. It will also help potential volunteers gain an

understanding of what volunteering involves. A skills audit of the membership will be maintained by the Membership Secretary to assist trustees to fill charity vacancies as they arise.

10. RECRUITING PROCESS

The charity will either advertise for volunteers or individuals will come forward of their own volition.

- Any expression of interest should be met with encouragement and enthusiasm.
- The potential volunteer should be given consistent information about the charity and the roles within it. They should be provided with the policies and procedure as per the recruiting policy
- They should be given an application form (~~to be developed and agreed~~). This should be held by the Membership secretary.
- They should be offered the opportunity to meet with an existing member and visit the boat. If the potential volunteer wishes to join the charity they should be interviewed by at least two existing members if possible with one member having had some formal training (see Safe Recruiting Policy)
- The potential volunteer will be asked to provide a referee.
- The referee should be contacted by a nominated trustee in accordance with the recruiting policy
- Subject to a satisfactory reference The Trustee involved in the interview should report to the Board of trustees and make a recommendation to accept or decline the volunteers.
- The potential volunteer should be notified of the decision.
- The Membership Secretary will negotiate the appointment of a mentor, who will assist the new member to familiarise him/herself with the personnel and activities of the charity and ensure that the recruit receives the following:- NB. The mentor can be a trustee or experienced member of the charity, and will decide when the role has been fulfilled in respect of the new member and notify the Membership secretary and the new member accordingly.

11. INDUCTION PROCESS

- Membership Secretary to obtain proof of identity
- Membership Secretary to obtain any relevant qualifications
- Membership secretary to obtain completed medical questionnaire
- Training Co-ordinator to arrange training programme for the new volunteer
- Training co-ordinator to provide new volunteer with Crew Safety Handbook
- Secretary to provide new volunteer with relevant policies (as per Safe Recruiting Policy)
- Membership Secretary to organise Crew Clothing for new volunteer
- Training co-ordinator to liaise with Bookings Officer to arrange shadowing opportunities.
- Training co-ordinator to sign off new volunteer when considered to be competent crew