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## Safer Recruitment & Selection Policy

<b>Review Cycle</b>	Annual Review	Version 2
<b>Policy Last Reviewed</b>	October 2018	By Kim Realff
<b>Policy to be reviewed again</b>	October 2019	By Kim Realff



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## **This policy has been accepted by the Chairman and Board of Burton Albion Community Trust**

### **Head of Community**

Signature: .....

Name: .....

Date: .....

### **Representative from the Board of Trustees of Burton Albion Community Trust responsible for Safeguarding matters**

Signature: .....

Name: .....

Date: .....



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## **Safer Recruitment Policy**

### **Policy Purpose**

The purpose of this policy is to:

- Achieve a consistent and equitable approach to recruitment and selection.
- Safeguard children and adults at risk. Priority has been given to the recommendations from the DofE guidance document 'Keeping Children Safe in Education (September 2016).
  - Aim to deter, identify, and support BACT to reject people who may be unsuitable to work with children and vulnerable young adults. Safer recruitment practices are considered at every stage of the recruitment process.
- Seek to eliminate discrimination and promote equal opportunities in employment, thereby enhancing the quality and range of people employed by BACT.
- Ensure that staff are recruited based on their ability.

### **Scope**

This policy will define the approach that should be used by all staff and trustees involved in a recruiting procedure.

### **Policy Statement and Guiding Principles**

BACT seek to constantly improve performance as an organisation. To make this a reality, we need to recruit from the widest pool of talent.

BACT aims to attract people from diverse backgrounds, skills, and abilities, who will enhance the quality of the service BACT provides.

BACT will endeavour to provide opportunities for development and career progression to current employees and will normally advertise vacancies both internally and externally.

To achieve these objectives BACT will:

- Ensure that every manager regularly reviews the organisation of their department and the job responsibilities and roles of the individuals within it. This will be completed through the individual performance review process as stated in the Supervision & Remuneration Policy, when a vacancy arises and at regular budget planning meetings.
- Ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (job sharing) to attract a wider range of candidates.



- Endeavour to reach under-represented groups and ensure that discrimination does not take place at either the attraction or selection stage. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.
- Ensure that all candidates with a disability that meet the minimum requirements as detailed in the job description and person specification will be guaranteed an interview.
- Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice and ensure that reasonable adjustments are made to the recruitment process to ensure that no candidate is disadvantaged.
- Ensure the process is user friendly and carried out to the highest standard.
- Ensure that the selection criteria are published at the onset of the process and are consistently applied.
- Ensure that all employees are aware they must declare a conflict of interest as soon as they are aware of a close personal or familial relationship with the applicant and then avoid any involvement in the decision-making process.
- BACT does not make payment for interview expenses.
- All pre-employment checks must be recorded on BACT's single central record in line with the guidelines published in 'Keeping Children Safe in Education'. Documents verifying the employee's identity, right to work and required qualifications shall be retained on their personnel file.

## Recruitment of Ex-Offenders

- BACT assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks which are processed through the Disclosure and Barring Service (DBS). BACT complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- BACT undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- BACT can only ask an individual to provide details of convictions and cautions that BACT are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- BACT can only ask an individual about convictions and cautions that are not protected.
- BACT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- BACT has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.



- BACT actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- BACT select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- BACT ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- BACT also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, BACT ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- BACT makes every individual who is subject to a criminal record aware of the existence of the code of practice and makes a copy available on request.
- BACT undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

<https://www.gov.uk/government/publications/dbs-code-of-practice>

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

## Complaints

Complaints from internal or external candidates will be investigated by the Head of Community and will be responded to within 14 days.

Any acts of discrimination and/or abuse of the recruitment process by BACT employees may be treated as a disciplinary offence, which will be considered under the disciplinary procedure and could result in dismissal.

## Monitoring and Evaluation

This policy will be monitored through:

- Feedback from applicants.
- Staff turnover – reasons for leaving.
- Feedback from selection panels.

This policy will be reviewed annually or when changes in legislation, best practice indicate/dictate.



## **Safer Recruitment Process**

BACT's recruitment procedure is well-planned and structured which is vital in ensuring the best person is recruited for the role and to determine whether someone is suitable to work with children. All information gathered during the process will be thoroughly checked at every stage. BACT recognises the need to safeguard children and this is considered throughout the recruitment process.

### **Safe Practice in Recruitment**

Safer practice in recruitment means that the safety and welfare of the participant is paramount at every stage of the process. BACT starts with detailed planning of the recruitment exercise, where the post is advertised, ensuring that the advertisement makes clear BACT's commitment to safeguarding and promoting the welfare of children. BACT also adopts a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

Key elements within this process include:

- Ensuring the job description for all posts/roles refers to the responsibility for safeguarding and promoting the welfare of children.
- Ensuring that the person specification for all posts/roles includes specific reference to suitability to work with children.
- Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any gaps, discrepancies or anomalies.
- Obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns.
- A face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post.
- Verifying the successful applicant's identity.
- Verifying that they have the Right to Work in the UK (where employed).
- Verifying the successful applicant's qualifications.
- Checking his or her previous employment history and experience.
- Carrying out an Enhanced Disclosure and Barring (DBS) check for roles in "regulated activity".
- Where adults do not have a specific role working with children, but are likely to be in contact with children during their work, the safer recruitment practices still apply.
- Ensure that at least one person on the selection panel has completed up to date safer recruitment training.



## Commitment to Safeguarding Principles

A commitment to safeguarding and promoting the welfare of children is embedded in all relevant BACT policies.

The statement below will also be included in all:

- Advertisements
- Publicity, information and websites
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction and other staff training materials

***Burton Albion Community Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment***

## Planning and Advertising

BACT will be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate. These requirements will be set out in the advertisement for the post to prevent unwanted applications.

BACT will plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities, and setting aside sufficient time for the work needed at each stage so that safeguards are not skimped or overlooked.

The time and effort spent in this stage of the process will help minimise the risk of making an unsuitable appointment and deterring those who may present a risk to children and young people.

When a vacancy is advertised, the advertisement will include a statement about the employer's commitment to safeguarding and promoting the welfare of children and young people. If the individual is working in "Regulated Activity" reference will also be made to the fact that all applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications.

All information given to applicants will highlight the importance placed by the organisation on a rigorous selection process and that the duty to safeguard and promote the welfare of children and young people is everybody's responsibility.

BACT may use several options to generate interest from individuals outside the organisation including placing adverts in newspapers, on-line job boards, BACT's website and LinkedIn.



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On occasions BACT may depart from advertising all vacancies to the public. This will only be done where there is a good reason and has been agreed by the Head of Community.

Unless exceptional circumstances apply all posts will be advertised internally using the normal communication method ie weekly briefing. Every effort will be taken to explain the reason for not advertising internally where this is appropriate.

All advertisements will to be designed and presented to ensure that the widest range of high-calibre candidates are attracted.

Advertisements must be non-discriminatory and include BACT's commitment to diversity and safeguarding of children and adults at risk.

The advertisement together with the job description, person specification and any further specific information will be made available on BACT's website.

### **The Application Form**

The single most important principle BACT applies in any appointment decision is to search for and appoint the best person. All roles working with children and young people should require applicants to complete BACT's Application Form, which is attached as Appendix 1.

If an individual has a conviction, caution or bind-over then they will be asked to attach details of their record in a sealed envelope marked confidential. This gives the applicant an opportunity to flag up something that may not be relevant in a confidential way. It also encourages the applicant to be open about any issues so that, if necessary, it can be discussed with them either prior to or at interview, rather than having to wait for a DBS disclosure.

The declaration demonstrates that BACT takes safe recruitment seriously. Having a written declaration means that if successful candidate has misled the organisation about his or her criminal background, it is easier for the police, regulatory agency, or organisation to act against the person. The signed statement will also confirm that all information provided on the application form is true.

For on-line applications, arrangements will be made for the candidate to sign a declaration when attending an interview

### **The Job Description**

Once a post becomes vacant or a new post is created, the job description should be reviewed to ensure compliance with this safer recruitment policy. This applies whatever the level of responsibility or duration of the appointment.



The job description will clearly state:

- ✓ The main duties and responsibilities of the post;
- ✓ Whether the role is working in “*Regulated Activity*” and therefore subject to an Enhanced DBS disclosure
- ✓ The individual’s responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or are in contact with

See appendix 2 for an example.

### The Person Specification

The Person Specification is supplementary information to the job description and lists essential and desirable criteria for the post.

### The Application Information Pack

The application pack will include a copy of:

- ✓ The application form; and explanatory notes about completing the form
- ✓ The job description and person specification; and explanatory notes on how the requirements of each will be tested and assessed during the selection process. For example: In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including their:
  - motivation to work with children and young people
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - emotional resilience in working with challenging behaviours; and
  - attitudes to use of authority and maintaining discipline.
- ✓ Relevant information about BACT and the recruitment process, and other relevant policies such as a Child Protection Policy Statement.
- ✓ Any specific terms and conditions relating to the post.
- ✓ General policy and practice in relation to safeguarding and promoting welfare.

See appendix 3 for an example.

The application pack will also make it clear to potential candidates that:



- ✓ An Enhanced DBS Disclosure will be required for any post in “*Regulated Activity*”.
- ✓ Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

### Scrutinising and Shortlisting Applications

At least three people will be involved in the process of scrutinising applications and short-listing candidates. An objective approach will always be taken and subjective judgments avoided. Three people will also mean that it is much less likely that any key information or gaps in employment will be missed if individuals separately scrutinise the applications.

All applications will be checked to ensure that they are fully and properly completed, that the information provided is consistent, does not contain any discrepancies and to ensure that any gaps in employment are identified. Incomplete applications will not be accepted and will be returned for completion. Any anomalies or discrepancies or gaps in employment identified will be noted so that they can be taken up as part of the consideration of whether to short - list the applicant. As well as obtaining reasons for gaps in employment, the reasons for any repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to temporary work should also be explored and verified.

All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

### References

The purpose of seeking references is to obtain objective information to support appointment decisions. They will always be sought and obtained directly from the referee.

A reference will be obtained from the person’s current employer and where the individual will be working in a ‘*Regulated Activity*’ post this will be a role in which the applicant has worked with children. Where an applicant does not have current experience of working with children but has done so in the past, a reference will be sought from the relevant previous organisation.

Any offer of employment will always be subject to the receipt of satisfactory references. References will always be obtained in writing and telephone contact must be made with at least one referee (the most recent or relevant) to verify the reference.

References will also specifically request information on the applicant’s suitability to work with children, details of any disciplinary procedures the applicant has been subject to including those where the sanction has expired. See appendix 4.

BACT will not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. “To Whom It May Concern”. Consideration will be given to



whether the referee has been very cautious in the information they have given and whether it appears to be an agreed reference. Verbal references are also not acceptable. If an employer says it is not their policy to provide references, the applicant will be asked to nominate another referee.

References must be obtained for all internal candidates.

Written records of any telephone conversations and where the issues are significant will be kept and more detailed information sought in writing from the referee.

Any information about past disciplinary action or allegation will be considered in the circumstances of the individual case.

Referees will be supplied with a copy of the job description and person specification and will be asked:

- ✓ How long have they have known the candidate and in what capacity?
- ✓ Whether the referee is satisfied the person has the ability and is suitable to undertake the role?
- ✓ How the candidate has demonstrated they can meet the requirements of the person specification?
- ✓ Whether the referee is completely satisfied the candidate is suitable to work with children and adults at risk?
- ✓ Professional competence and personal qualities, BACT will take into consideration that comments on “personal qualities” as these can be highly subjective.
- ✓ Information concerning absence.

## Interview Process

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children.

Notice of interview will wherever possible be a minimum of **five** working days with written notice of the procedure.

Candidates will be asked whether they have any specific requirements that need to be made for the interview or if appointed to the role. Reasonable adjustments will, where appropriate, be made under the Equality Act.

Interviews for candidates employed to work with children and adults at risk will include questions to explore their suitability to work in this context. This reflects the guidance on Safer Recruitment. See appendix 5 for an example



In addition to confirming the normal arrangements for interviews, the invitation to the candidate will explain how the interview will be conducted and the areas it will explore including suitability to work with children

The invitation will also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be.

The invitation will state that the successful candidate will be required to complete an application for a DBS Disclosure and asked to bring documentary evidence to verify their identity to satisfy DBS requirements.

Documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body will also be required from the successful candidate.

A copy of the documents used to verify the successful candidate's identity, right to work in the U.K and qualifications must be kept for the personnel file. These will be signed and dated by the person carrying out the checks.

### **Selection Panel**

The selection panel will consist of at least two people but preferably a minimum of three.

A panel of at least two people allows one member to observe and assess the candidate and make notes, while the candidate is talking to the other members. It also reduces the possibility of any dispute about what was said or asked during the interview.

For the recruitment of the Chair of Trustees, Head of Community Trust, and Community Operations Manager a larger panel might be appropriate but in any case, two trustees will be present.

### **Scope of the Interview**

In addition to assessing and evaluating the applicant's suitability for the post, the selection panel also explore:

- ✓ The candidate's attitude toward children and young people.
- ✓ Their motivation and reason for working with children.
- ✓ Their attitudes and behaviour about control and consequences.
- ✓ Their perceptions about the boundaries of acceptable behaviour towards children.
- ✓ Their ability to form and maintain professional relationships.
- ✓ Their general understanding of safeguarding of children.
- ✓ His or her ability to support the organisation's agenda for safeguarding and promoting the welfare of children.



The panel shall also ask the candidate if they wish to declare anything considering the requirement for an Enhanced DBS Disclosure

### Conditional Offer of Appointment

Any offer of appointment to the successful candidate will be conditional upon the following (this will be stated at interview and in the offer letter):

- ✓ The receipt of at least two satisfactory references and discussion with at least one of these (the most relevant and recent) It is vital that they are obtained and scrutinised before a person's appointment is confirmed.
- ✓ Proof of the candidate's identity
- ✓ Proof of the candidate's right to work in the UK (see section on Identity and Immigration).
- ✓ A satisfactory Enhanced DBS Disclosure where they are working in "Regulated Activity".
- ✓ Verification of qualifications where they are a requirement of the post.

### Induction

There will be an organisational induction programme for newly appointed staff and volunteers regardless of previous experience. The purpose of induction is to:

- ✓ Provide training and information about the organisation's policies and procedures.
- ✓ Support individuals in a way that is appropriate for the role for which they have been engaged.
- ✓ Confirm the conduct expected of staff within the organisation.
- ✓ Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- ✓ Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme should include information about:



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- ✓ Any written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, internet safety, child protection and safeguarding procedures and whistle blowing policy.
- ✓ Safe practice and the standards of conduct and behaviour expected of staff in the organisation.
- ✓ How and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, managing performance and whistle blowing.
- ✓ Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- ✓ Enable the person's line manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme will also include child protection training as appropriate to the person's role.

There is an initial probationary period of three months and if required extended to six months. This is detailed in the Company Handbook.

## **Volunteers**

Volunteers are subject to the same selection process and relevant DBS checks as paid employees. A copy of the volunteer process can be obtained from the Community Administrator.



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**Appendix 1**

**APPLICATION FOR EMPLOYMENT**

*If you have a visual impairment or you find the application form difficult to fill in, please let us know and we will provide a large print version of the form or assist you in its completion.*

You must fill in this form to apply for employment. We do not accept CVs.  
We will reject anyone who tries to influence another employee to give them employment.

**Please print this form and complete in black ink**

**We actively encourage applications from all sections of the community**

The post you are applying for .....

Where did you see the post advertised? .....

PERSONAL DETAILS			
Address	First Names		
	Surname		
	Home Telephone No		Mobile No.
	Email Address		
Postcode	National Insurance Number		



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YOUR CURRENT EMPLOYER	
Name	
Address & postcode	Type of Business
	Responsible to
Job Title	
Date you started current job .....	What is your reason for applying for this post?  Salary Expectation?  Have you previously applied within the last 12 months for a similar role? Yes/No
Date your employment ended (if applicable) .....	
How much notice do you need to give? .....	
Current Salary .....	
Please give a brief description of your duties.	



PREVIOUS EMPLOYERS (start with your most recent)			
Employer	Job Title	Dates employed from and to	Reason for leaving

Please explain any gaps in employment below

.....  
.....  
.....  
.....  
.....

EDUCATION, TRAINING & QUALIFICATIONS	
Please give the name of the school, college and/or university that you have attended and dates when you attended	Examination qualifications achieved (e.g O Levels, A Levels, GCSEs, NVQs, degrees, apprenticeships)



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### RELEVANT TRAINING COURSES

Please give the name of the organising body	Please give dates , details of the course any qualification achieved

### EXPERIENCE

Please give details of experience and any other information to support your application for this particular role, where appropriate (if more space is required, please use an additional piece of paper).



Do you have a driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What type of driving licence do you have (for example, HGV, LGV, and so on)?		
Have you been convicted of any driving offences or are you waiting to be convicted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any points on your licence? If yes, how many?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### REHABILITATION OF OFFENDERS

Have you any convictions which are not regarded as 'spent' under the Rehabilitation of Offenders Act of 1974?

Yes  No

Are you currently the subject of any criminal proceedings or convictions?

Yes  No

If yes, please state

.....  
.....

Failure to disclose any convictions which are not 'spent' may render you liable for dismissal



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## REFERENCES

Please give the names and addresses of two referees. Include your present or last employer. We cannot accept references from relatives. We will normally approach both your referees if you are subsequently offered a position with the company.

Name .....

Name .....

Address .....

Address .....

.....

.....

.....

.....

What position do they hold? .....

What position do they hold? .....

Telephone no .....

Telephone no .....

Email .....

Email .....

Please give the dates **when you are not** available for an interview

## DECLARATION

I declare that the facts given in this application are to the best of my knowledge correct. I understand that providing false information is an offence and could result in the application being rejected and possible referral to the police.

Signature ..... Date .....

Please return this form to **bactvacancies@burtonalbionct.org**

Or post marking envelope **Private & Confidential**

Vacancies  
Burton Albion Community Trust

Burton on Trent  
Staffordshire  
DE13 0AR

**ALL INFORMATION GIVEN ON THIS FORM WILL BE TREATED AS STRICTLY CONFIDENTIAL**

We will keep it in our secure data files and will only reveal it for payroll, personnel administration and statistical purposes or where required to do so by law.



**MONITORING INFORMATION**

Burton Albion Football Club recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, Burton Albion Football Club is required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

The Equality Act 2010 protects people against discrimination on the grounds of their age and sex.

<b>Please state your date of birth</b>	
<b>Please indicate your gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose this

The Equality Act 2010 protects people who are married or in a civil partnership.

Please indicate the option which best describes your marital status	
<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Civil partnership <input type="checkbox"/> Legally separated	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> I do not wish to disclose this

The Equality Act 2010 protects people against discrimination on the grounds of their race which includes colour, nationality, ethnic or national origin.

Please indicate your ethnic origin		
<b>Asian or Asian British</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background  <b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	<b>Mixed</b> <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background  <b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background	<b>Other Ethnic Group</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this

The Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people from discrimination on the grounds of their sexual orientation.



Please indicate the option which best describes your sexual orientation	
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this

The Equality Act 2010 protects people against discrimination on the grounds of their religion or belief, including a lack of any belief.

Please indicate your religion or belief	
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Hinduism <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Judaism <input type="checkbox"/> Sikhism <input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

<b>Do you consider yourself to have a disability?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not wish to disclose this information
<b>Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.</b>	
<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Mental health condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other
<b>If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the minimum criteria as specified in the person specification?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	



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## Appendix 2 and 3

# VACANCY APPLICATION PACK



Alternative Education Deliverer



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## APPLICATION PACK

Burton Albion Community Trust's Mission Statement:

*'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'*

The mission is underpinned by our four Strategic Aims & seven Core Values:

### Strategic Aims

- Deliver high quality
- Create a positive journey
- To measure and evidence impact
- Govern and lead effectively

### Core Values

**Empathy** - The organisation will constantly be aware, will seek to understand, and always support each other and those who we serve.

**Determination** - The organisation is determined to INSPIRE, ENGAGE, EDUCATE one another and the wider community.

**Innovation** - The organisation will always be proactive and seek new methods to ensure high quality services.

**Pride & Passion** - The organisation is proud to serve the community and is passionate about improving people's lives.

**Professionalism** - The organisation will lead by example to ensure the highest possible standards are demonstrated and maintained.

**Respect** - The organisation will recognise and admire the qualities and differences of every person, ensuring they are treated equally and with the utmost consideration.

**Integrity** - The organisation will always be open, truthful and honest in everything we do.

Through our mission statement, strategic aims and values **WE WILL:**

- Raise aspirations
- Bring communities together
- Raise educational attainment
- Create and affinity with Burton Albion FC
- Improve physical and mental wellbeing
- Develop healthier and safer communities
- Develop better players, coaches and volunteers

Burton Albion Community Trust programmes are delivered under five strands:



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- Health & Wellbeing
- Education & Learning
- School Sport
- Football Development
- Inclusive Sport



## JOB DESCRIPTION

<b>Job Title:</b> Alternative Education Deliverer	<b>Salary:</b> £16,575 – 18,525
<b>Reports to:</b> Education & Learning Manager	<b>Hours:</b> Minimum 37.5 hours per week excluding Lunch
<b>Role Purpose:</b>  The role of the Alternative Education Deliverer is to work alongside the Education and Learning Team Leader to develop and deliver high quality alternative education opportunities throughout East Staffordshire using the power of sport and brand of Burton Albion FC.	
<b>Role and Responsibilities</b> 1.01. Coordinating, delivering and monitoring BACT alternative education and intervention programmes. 1.02. Delivering, monitoring and evaluating other Education and Learning programmes to support the wider Education and Learning department. 1.04. Produce high quality resources to support the delivery of Education and Learning programmes to support the wider Education and Learning department. 1.05. Ensure the values of BACT are adhered to. 1.06. Ensure clear KPIs are met with a performance monitoring system in place. 1.07. Ensure all BACT policies and procedures, including HR, are being followed. 1.08. Completing all relevant administration required by external funders to ensure targets are being met.	
<b>Other</b> <ul style="list-style-type: none"> <li>To agree to abide by a code of conduct and carry out duties in accordance with BACT's policies and procedures; including equal opportunities, child protection, health and safety at work, etc.</li> <li>Ensure that all Education &amp; Learning programmes and projects are delivered to the very highest standard</li> <li>To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.</li> <li>To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.</li> </ul>	
<b>General:</b> This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation  All employees may be required to undertake any other duties as may be responsibly requested	



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Equality Code of Practice - Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook.



<b>PERSON SPECIFICATION</b>		
<b>Education / Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Current Safeguarding Certificate	*	
Current First Aid Certificate	*	
Educated to degree level		*
Recognised assessors qualification		*
Recognised Teaching Qualification	*	
Recognised Tutor Qualification	*	
NGB Level 2 Coaching qualification		*
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of 2 years' experience of planning, delivering and reviewing of education programmes.	*	
Experience of delivering, planning, monitoring and evaluating programmes	*	
Experience of working within alternative education settings		*
Experience of working with a variety of schools and organisations to ensure efficient delivery of programmes		*
Experience of working to achieve performance targets		*
<b>Skills and Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Ability to represent BACT and communicate with all potential contacts (staff, managers, teachers, public of all ages) whilst presenting a professional image	*	
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	*	
Ability to engage with people from all backgrounds and strong networking skills	*	
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community		*
<b>Equality &amp; Inclusivity</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	*	



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## APPLICATIONS

BACT is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:

[bactvacancies@burtonalbionct.org](mailto:bactvacancies@burtonalbionct.org)

Or via post to:

Community Administrator, Burton Albion Community Trust

Pirelli Stadium

Princess Way

Burton on Trent

Staffordshire

DE13 0AR

Closing date for applications: 12 noon Friday 27<sup>th</sup> October 2017

Interviews: Wednesday 8<sup>th</sup> or Thursday 9<sup>th</sup> November 2017



**Appendix 4**

<p><b>Reference Request Form</b></p> <p><b>Please return to: Claire Hood, Burton Albion Community Trust, Pirelli Stadium, Princess Way, Burton on Trent, DE13 0AR</b></p> <p><b>OR</b></p> <p><b>Email: <a href="mailto:bact@burtonalbionct.org">bact@burtonalbionct.org</a></b></p>	
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Please don't forget to answer all of the questions marked with: ●

<b>Candidate Information</b>		
● Candidate name:		
● Position they held:		
● Start Date:		
● End Date (if still employed please state):		
● Main duties & responsibilities of that post		
● Reason for leaving:		
● How long have you known him/her and in what capacity?		
● Absence record:		
● Looking at the job description Is this candidate, in your opinion, suitable for the role offered?	Yes/No (if no please give reasons)	
<b>Child Protection</b>		
● Is this candidate suitable to work with children?	<b>Yes</b>	<b>No</b>
● Was the candidate disciplined subject to child protection allegations?		
● Would you re employ this applicant:		
● If no please state why:		



<ul style="list-style-type: none"> <li>Are you aware of any safeguarding issues relevant to this candidate?</li> </ul>	
<ul style="list-style-type: none"> <li>If this candidate is unsuitable to work with children, has been subject to disciplinary action, or you are aware of safeguarding issues please provide further information:</li> </ul>	

	Excellent	Good	Average	Below Average	N/A
<b>How would you rate the candidate on the below?</b>					
Honesty, trustworthy and integrity					
Commitment to his/her job					
Ability to use own initiative					
Flexibility					
Willing to accept instructions from a higher authority					
Conduct and behaviour					
Ability to maintain classroom control and discipline					
Teaching ability					
Relationship with pupils					
Relationship with staff					
Timekeeping / punctuality					
Competent at setting and meeting targets					

**Your Information**

<ul style="list-style-type: none"> <li>Name:</li> </ul>	
<ul style="list-style-type: none"> <li>Job title:</li> </ul>	
<ul style="list-style-type: none"> <li>Relationship to candidate:</li> </ul>	
<ul style="list-style-type: none"> <li>Contact telephone number:</li> </ul>	
<ul style="list-style-type: none"> <li>Email</li> </ul>	
<ul style="list-style-type: none"> <li>Company/Organisation:</li> </ul>	
<ul style="list-style-type: none"> <li>Signed:</li> </ul>	

Any other comments you may wish to make



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## Appendix 5

Question	Notes	Score 1-5
Can you tell us a little bit about yourself and your values?		
Can you tell us what you know about Burton Albion Community Trust?		
What do you understand about the nature of this particular role and why you feel you are suitable? Referencing the JD.		
Please tell us about your previous experience of working with young people aged 11+?		
What does the statement 'delivering high quality' mean to you?		
Can you give us an example of where you have shown innovation or thinking on your feet?		



<p>Explain how you would look to promote girl's football programmes to the wider community?</p>		
<p>Do you have experience of dealing with other professionals / organisations – creating partnerships?</p>		
<p>Do you have experience of the following;</p> <ul style="list-style-type: none"> <li>• Planning and delivering festivals and leagues</li> <li>• Report Writing</li> <li>• Monitoring and evaluating programmes</li> <li>• Writing case studies</li> <li>• Dealing with social media on a professional level</li> </ul> <p>Explain the scenario where possible?</p>		
<p>What do you consider to be your biggest area of development? Example of how to overcome.</p>		



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<p>What are your main strengths? Example of these in real life situations.</p>		
<p>What do you understand by the term Safeguarding?           What would you consider to be a good safeguarding process?</p>		
<p>Why do you think we should choose you for the position?</p>		
<p>Interviewer not to forget....           Notice period          Evening / Weekend          Holidays          Notified by early next week          Still interested?          Check contact number</p>		



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