



Community Capacity
Builders CIC

SAFER RECRUITMENT POLICY

LAST REVIEWED: FEBRUARY 2024

1. IDENTIFYING THE RECRUITMENT NEED

1. What is the NATURE of the funded project which we need sessional workers for?
E.g. football camp, financial literacy life skills, one-to-one coaching.
2. What is the TITLE of the position?
E.g. Football Coach, Mental Health Counsellor, Personal trainer, Yoga Instructor.
3. What are the DUTIES that will need to be performed
E.g. coach football sessions, deliver financial literacy lessons, deliver cancer rehab training sessions.
4. What QUALIFICATIONS/REQUIREMENTS does the required sessional worker need to possess?
E.g. FA Introduction to Coaching Football qualification, Level 4 Cancer Rehab coach, First Aid in Sport, recent DBS certificate.
5. How many HOURS roughly will the sessional worker be required for over the duration of the funded project?
E.g. 6 hours weekly delivery for 3 months.
6. What will be the proposed HOURLY RATE OF PAY for that sessional worker position for this particular funded project?
E.g. £25 per hour
7. WHERE and WHEN will the sessional work delivery need to be performed?
E.g. Clare Mount Specialist Sports College 6th Form campus every Tuesday afternoon for six weeks, Mosslands Sports Hall Easter school holidays, Co-op Bebington Academy Mondays 10-11am for 6 weeks.

2. ADVERTISING THE SESSIONAL WORKER POSITION

Usually, Community Capacity Builders CIC sessional worker positions have been filled through personal connections, former and existing professional associations and networks; the directors will approach potentially suitable candidates usually via a meeting, phone call or email to ask them if they would be interested in the position of sessional worker for a particular project.

As the organisation grows, there may be a need to **formally advertise** Sessional Worker Positions required via adverts or social media posts. In that event, the advert would need to contain details of points 1-7 listed above.

3. VETTING THE SESSIONAL WORKER POSITION

A) CRIMINAL RECORD CHECK/DBS CLEARED:

As part our recruitment and vetting of new directors, sessional staff or volunteers, we ask that they disclose of any criminal convictions. The sessional worker obviously needs to have checks done on them PRIOR to commencing work on the project, to ensure they are safe and suitable to do so, especially as the delivery will put them in contact with vulnerable or disadvantaged children/adults.

Recruiting and selecting directors, sessional staff, and volunteers safely, ensuring all necessary checks are made. As part our recruitment and vetting of new directors, sessional staff or volunteers, we ask that they disclose of any criminal convictions.

Before a selected sessional member of staff or volunteer is allowed to commence delivering a funded project, **we will ask for evidence of a recent, existing DBS certificate and where a recent one (maximum 2 years at the time of starting sessional work on a project) is not available, Community Capacity Builders CIC will request and pay for a new enhanced DBS check** (Disclosure and Barring Service - previously known as the Criminal Records Bureau) which will carry out a criminal record check to ensure that any new sessional staff/volunteers are suitable and safe to work on our projects with our participants under the age of 18 and with vulnerable adults and other positions of trust.

Also, the DBS check is to ensure we have access to ALL the information available to us to make safer recruitment decisions.

We will seek to **renew all volunteers DBS certificates every three years** to be assured of their ongoing suitability and reassure members and their families.

A copy of the existing DBS certificate MUST be passed to the Project Manager responsible for recruiting sessional workers for that funded project.

PLEASE NOTE: In the future as Community Capacity Builders CIC continues to grow and should we have access to unrestricted funds, our aim is to pay for a DBS check *of our own* for ALL new sessional workers before they commence project delivery.

B) QUALIFICATIONS/REQUIREMENTS:

If the sessional worker is required to deliver a specific activity, then we will have already decided on what standard/qualification that sessional worker needs before we invite them to deliver for us. For instance, if we have selected someone to do football coaching for us in a football camp then we would regard as an ESSENTIAL requirement for the sessional worker being qualified to at least FA Level 1 standard (now known as FA Introduction to Coaching Football) and alongside that a DESIRABLE requirement for example to have a valid Sports or Mental First Aid qualification.

If the project delivery was of a fitness training nature, again we would want to see Physical Fitness Instructor type qualifications and more specific qualifications for working with Cancer Rehab participants for example.

Again, Community Capacity Builders CIC would require copies of these qualifications that we would securely keep 'on file' in a cloud-based storage facility BEFORE the sessional worker is officially allowed to deliver the project on our behalf.

4. SESSIONAL WORKER AGREEMENT

As detailed above in section 3, we would require a sessional worker to present a valid DBS certificate to us (or Community Capacity Builders CIC would apply for one on their behalf).

In our Sessional Worker Agreement there is the following section:

DISCLOSURE AND BARRING SERVICE (DBS) CERTIFICATES

4.1 This agreement is conditional upon the provision and upkeep of a satisfactory DBS check of a level appropriate to your post. You will be required to consent to subsequent DBS check from time to time during this engagement as deemed appropriate by the CCB. **In the event that such certificate(s) are not supplied, or information is discovered in the certificate which shows you to be unsuitable for the position, this agreement will be terminated".**

That last sentence is a course of action that Community Capacity Builders CIC will not hesitate in following, as we wish to uphold the reputation of the organisation and ensure safe and fit for purpose delivery to the vulnerable and/or disadvantaged children/adults that we seek to reach through our funded projects.

Also, in section 4.2 of the Sessional Worker Agreement is **"During this engagement, you are required to immediately report to CCB any convictions or offences with which you are charged, including traffic offences".**


Again, this condition is to ensure that we use safe, reliable, honest, trustworthy and lawful people to engage with participants as representatives of Community Capacity Builders CIC in their project delivery. By signing the Sessional Worker Agreement, should that individual fail to abide by sections 4.1 and 4.2, then our association and agreement with that sessional worker will be terminated as they will no longer be deemed safe or suitable to deliver sessional work on behalf of Community Capacity Builders CIC.

Community Capacity Builders CIC would require the individual to sign and date the Sessional Worker Agreement and submit this to ourselves, securely keeping the electronic copy 'on file' in a cloud-based storage facility BEFORE the sessional worker is officially allowed to deliver the project on our behalf.

This SAFER RECRUITMENT POLICY came into force on 19th January 2020 and we are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 23rd February 2024

Next Review is 24th February 2025.

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Stephen Reid'.

Signed: Stephen Reid

(Director & Lead Safeguarding Officer).

Date: 23rd February 2024