



Land of Joy

Buddhist Retreat Community

SAFE RECRUITMENT POLICY

These are the guidelines for longer term appointments expected to last for three months or more. Short term volunteer team agreements will follow elements of this procedure, requiring a completed application form, interview, references, self-disclosure form, suitable checks, short term volunteer team agreement, briefer induction and more frequent reviews of continuation in role.

Recruitment steps:

1. Clear role description (which also makes it clear that the successful applicant will be required to sign and abide by the FPMT Ethical Policy and Protecting from Abuse policy and undertake FPMT online training.) It will include essential and desirable knowledge, skills and experience.
2. Advertising through appropriate channels.
3. Online Application form
4. References:
Two that explore the person's character and values.
One of these should be from the person's last place of employment or volunteer work. (Assuming they have worked or volunteered before.)
If the individual has offered service previously at an FPMT affiliate, request a reference from that affiliate.
5. Clear shortlisting criteria and scoring process that involves more than one person.
6. Criteria and scoring process for interviewers to follow at interview.
7. A face to face / online interview that includes a question in relation to safeguarding practice/experience and explores the commitment to developing a safe culture. The interview should be conducted with a panel or more than one interviewer.
8. A written conditional offer of engagement as a volunteer (pending receipt of checks and references).
9. Self-Disclosure form, signed and dated by applicant (once post has been offered to them subject to necessary checks):
Include a requirement to sign a self-disclosure form which asks:
 - Have you ever been arrested, charged or convicted of a criminal offence?
 - Have you ever had disciplinary and/or regulatory action upheld against you?
 - Have you ever been dismissed for misconduct/gross misconduct?
 - Have you ever been disqualified as a trustee, director or board member?
10. Follow up on identity, citizen/visa/right of abode/right of employment checks; and criminal record checks for roles where appropriate, in line with local requirements.
11. Qualifications checks if relevant: original copies preferable.

12. The receipt of references which the charity deems to be satisfactory (if the role being recruited for is one working with children or adults at risk, a reference should be obtained from the last employer where the individual worked in such a role, with the reason they left that employment being requested. This should be supplemented by at least one other reference from a former employer).

13. Additional checks where relevant:

Scrutiny of social media profiles

Verification of medical fitness (if required for the role)

DBS disclosure, the result of which the charity considers satisfactory (if the role is eligible for a DBS check)

14. A letter of appointment and volunteer team member agreement.

15. A standard induction process providing a clear written induction process, including information about oversight, accountability, and individual support based on assessment of need.

The induction should include FPMT Protection from Abuse training (or other safeguarding awareness information in the interim or if role is short term), including familiarity of the safeguarding policy and how to report concerns. The FPMT ethical guidelines and protection from abuse policy and any additional centre code of conduct should be signed.

Please note, the FPMT Protection from Abuse Policy (PfA) is fully incorporated in the Land of Joy Safeguarding Policy. However, the FPMT PfA can be accessed in the ethics section of the Affiliates area of the FPMT website or requested from the Director or Chair of Land of Joy Board.

Acknowledgement of having read, understood, and agreed to abide by FPMT's Ethical and Protecting from Abuse Policies must be signed by:

- FPMT centre, project and service board members, directors, spiritual program coordinators, resident teachers, interpreters, introductory class leaders, employees and staff.
- FPMT registered teachers.
- FPMT study group, regional and national coordinators.
- FPMT Inc. board members and International Office employees and staff.

FPMT regional and national coordinators; affiliate directors, board members, spiritual program coordinators and resident teachers; registered teachers; and study group coordinators; are also required to complete the FPMT Protecting from Abuse training course within three months of beginning their role and take the refresher training if they are still holding that role after three years.

16. A probationary period (recommended 6 months).

17. Provision of regular supervision and support and annual appraisal for all team members and as required for shorter term volunteers.

18. Records should be retained according to statutory or mandatory guidelines, insurers' requirements, and so on.

Trustees:

There are legal requirements for all charities to observe when recruiting trustees or senior managers.

Under the *Charities Act 2011*, it is a criminal offence for a person to act as a trustee or senior manager of a charity if they are disqualified from doing so.

A person is considered to be a charity trustee for this purpose if they are one of the people who have general control and management of the administration of the charity. Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances.

The *Charities Act 2011* sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions. The disqualifying reasons are set out in the Charity Commission guidance, *Automatic disqualification rules for charity trustees and charity senior positions*.

There is no single list or register that covers all of the disqualification criteria and a mixed approach to checking whether a person is disqualified is therefore recommended. This can be achieved by:

- requiring existing and prospective trustees or senior managers to sign a declaration to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. The Charity Commission has published a trustee eligibility declaration form that can be used for this purpose.
- checking whether an existing or prospective trustee or senior manager is named on any of:
 - the bankruptcy and insolvency register
 - the register of disqualified directors maintained by Companies House
 - the register of persons who have been removed as a charity trustee

A person who is disqualified may apply to the Charity Commission for a waiver of the disqualification. If granted, the waiver would allow that person to take up a trustee position.

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: **6th September 2021**

Signed:

Date of next review: **September 2022**