

Safe Recruiting Guideline

Leaders, staff and teachers within the FPMT organization are in a position of trust. We recognize that it is important that vetting processes are followed when appointing individuals to these positions of trust, in order to ensure that no one who may pose a risk of abuse is put in such a position.

Points to Include in the Recruitment Process:

Advertise the role.

Provide a clear role description, which 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 training.

Use a standard application form in preference to only CVs/resumes.

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 director or board member?

Require 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.

The recruiting team would ideally be more than one person, and they should have a clear shortlisting criteria and scoring process for hiring.

When Appointing/Employing An Individual:

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.

Provide a letter of appointment and contract for paid roles; a written volunteer agreement for volunteers.

- Include a probationary period of a minimum of three months, ideally six months for directors, with clear review criteria.
- Ensure that the acknowledgement of the FPMT Ethical Policy and Protecting from Abuse policy is signed, and a copy retained by the affiliate.

Provide a clear written induction process, including information about oversight, accountability, and support.

Provide regular supervision and support, including an annual appraisal for all staff and volunteers.

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

For Affiliates which rent out their premises, and/or pay an individual or group to offer an alternative course at or for the affiliate:

Note our [Additional Safeguarding Recommendations](#).