

FPS Recruitment Policy

1. Purpose

This policy sets out how we at FPS recruit our employees in a fair, transparent and safe manner, ensuring that staff appointments support our synagogue aims, values and safeguarding responsibilities.

2. Scope

This policy applies to the recruitment of all paid employees of the synagogue. Volunteers are covered by a separate policy.

3. Principles

The synagogue is committed to:

- Safe recruitment practices
- Fairness, transparency and equality
- Protecting children and vulnerable adults
- Avoiding conflicts of interest and maintaining public trust

4. Equal Opportunities

FPS is an equal opportunities employer. Recruitment decisions are based on skills, experience, suitability and alignment with the charity's values, and not on age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

5. Safer Recruitment and Safeguarding

FPS recognises our responsibility to safeguard children and vulnerable adults and we are committed to safer recruitment. All recruitment will include:

- A clear role description outlining safeguarding responsibilities (where applicable)
- An application process (CVs alone will not normally be sufficient)
- At least two references, one of which should be from a recent employer
- Appropriate identity checks
- Disclosure and Barring Service (DBS) checks where the role involves contact with children or vulnerable adults
- Safeguarding questions as part of the interview process

No appointment will be confirmed until safeguarding checks are satisfactorily completed.

6. Recruitment Process

Recruitment will normally include:

- Approval of the role by the trustees or delegated authority
- Advertising the role openly where appropriate
- Shortlisting against clear criteria
- Interview by at least two people, one of who is Safer Recruitment trained
- A recorded decision-making process

7. Conflict of Interest and Relationships

To protect the integrity, independence and good governance of the synagogue, where there is a conflict of interest FPS may **not** employ:

- Members of the synagogue, or
- Close family members or partners of members, trustees, or existing staff

This includes spouses, partners, parents, children, siblings, or any other close personal relationship *that could give rise to a real or perceived conflict of interest.*

Any potential conflict of interest identified during recruitment must be declared and will normally result in the application not being progressed.

8. Faith and Values

As a religious charity, we require employees to respect and work in sympathy with our faith, values and ethos. Any genuine occupational requirements will be clearly stated in the job description and applied proportionately and lawfully.

9. Induction and Probation

All new employees will receive:

- An induction appropriate to their role
- Safeguarding training (where relevant)
- A probationary period, during which suitability will be reviewed

10. Review

This policy will be reviewed by the trustees every three years or sooner if legislation or safeguarding guidance changes.