



# RECRUITMENT AND SELECTION POLICY

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# Recruitment and Selection Policy

## Introduction

LEAPS Suffolk aims to recruit the best person for each vacancy through fair, systematic, effective recruitment and selection procedures. This will ensure that LEAPS Suffolk continues to deliver a high-quality service to all its clients.

LEAPS Suffolk values diversity and is committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit, within relevant legislative and statutory obligations.

LEAPS Suffolk is committed to delivering the recruitment and selection of staff in a professional, timely and responsive manner. All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

LEAPS Suffolk will promote best practice recruitment and selection and will continuously review and develop its practices to allow new ideas and approaches to be incorporated.

## Scope

This policy applies to all vacancies and all parts of the recruitment and selection process within the organisation. It will be made available to all potential applicants and employees.

All employees involved at any stage of the recruitment selection of staff should be aware of and adhere to the contents of this policy and any related policies and procedures. In addition, any external consultants or recruitment agencies who assist in the recruitment process must act in accordance with this policy. Karen Double is responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

## Purpose

This policy provides a framework for those involved in recruitment and selection. The aim is to recruit the best person for the vacancy by providing a professional and cost-effective recruitment service that is fair and promotes good practice.

## Related Policies

Separate policies exist regarding Equality and Diversity and Data Protection.

## Identification of Vacancy

When a vacancy arises, it is the responsibility of the manager and the board of trustees to ascertain whether the post is still required and whether the duties are compatible with the organisation's needs for the future. This review may also include consideration of whether the role could be offered on a more flexible working pattern (such as job share, part-time or term time only working) or on a fixed term or open-ended basis. Prior to recruitment commencing, the role must be job evaluated (if applicable).

## Information for candidates

Information includes a job description and an application pack. Candidates can also request an informal discussion. Our policies can be found online.

## Advertising

All posts that are for six months or more will be advertised in an agreed appropriate medium for the role. Exceptions may exist for business reasons when it would be inappropriate to advertise vacancies, for example, when there is a need for redeployment due to a redundancy situation, due to the ending of a fixed term contract or due to occupational health reasons. Exceptions may also apply in cases where a post is externally funded and an individual is specifically named in the supporting grant/funding agreement.

Consideration will be given to internal only advertising in the first instance where posts may offer career advancement opportunities or are fixed term and may be appropriate for secondment.

Advertisements will be accurate and comply with the organisation's Equality and Diversity Policy. All advertisements will include a statement about our commitment to safeguarding child and adults.

## Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates a job description and an application form

## Application

The method of application will be determined by the type of role and applications are submitted through the on-line application process.

The application form includes:

- A declaration that all information is correct under the Rehabilitation of Offenders Act, that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children and vulnerable people
- A request for the contact details of two referees, one of which should be the last employer. If this is the candidates first post, then their course tutor is a suitable alternative.

## Shortlisting

The shortlisting process will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria.

Shortlisting will be undertaken by more than one person and normally this will be the interview panel and will be recorded using a standard template.

## Interview procedure

- We will notify all candidates selected for interview by email
- If selected for interview, candidates will need to complete and return a criminal record self-declaration form, prior to the interview taking place.
- The interview will be conducted by at least two interviewers.

- All candidates will be asked the same set of questions
- We will then ask additional questions about any other issues that may arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.
- When we have interviewed all candidates, we will make our final selection.

## **Selection**

The selection methods used will be appropriate and relate to job requirements and all decisions will be based on objective criteria. Selection panels will reach agreement on the appointment decision by consensus. The Founder/ Director will be responsible for the final decision in the event agreement cannot be reached.

Members of selection panels will aim to reflect the diversity of the organisation population (e.g. contain at least one member of each sex).

All candidates should have a sufficient demand of the English language. This is required by Ofsted to ensure that the child's needs can be met.

## **General**

It is the responsibility of any employee involved in a selection process to declare an interest at the early stages of the process if they have a personal or professional connection to any shortlisted candidate. The Board of Trustees will be responsible for co-ordinating and providing advice and support on the organisation's recruitment and selection process.

LEAPS Suffolk's employees who are involved with the recruitment and selection of staff must undergo the appropriate recruitment and selection training. External panel members will be given written guidance on the organisation's Recruitment and Selection policy and procedure.

## **Appointment of under 18's (Young workers)**

LEAPS Suffolk may employ young people from 16 years depending on the roles and responsibilities of the vacancy. As an organisation/employer we recognise that we have a duty of care to ensure all under 18 employees are safeguarded. Therefore, all under 18 employees are covered by our Safeguarding Children and Adult's Policy. This should be read before applying for any vacancy at LEAPS Suffolk. This policy can be found on our website, [www.leapssuffolk.org.uk](http://www.leapssuffolk.org.uk)

## **Recruitment of Ex Offenders**

LEAPS Suffolk will not unfairly discriminate against any candidate for employment on the basis of a conviction or other details revealed. As an organisation we make appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically exclude him/her from employment within our organisation. Each case will be decided on its merits in accordance with the objective criteria set out below.

LEAPS Suffolk recognises it is unlawful to employ someone who is included on the lists maintained by the DBS as someone who is considered unsuitable to work with children and vulnerable adults. Furthermore, it is also unlawful for LEAPS Suffolk to employ someone who is the subject of a

disqualifying order made on being convicted or charged with the following offences against children/adults. This is murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful of LEAPS Suffolk to knowingly employ someone who works in the relevant or related setting and is disqualified from providing child care under section 75 of the Childcare Act 2006 (June 2016) whether by association or otherwise.

LEAPS Suffolk is committed to protecting children/young people and vulnerable adults. We will report to the police/DBS if a person who is disqualified from working with children/vulnerable adults applies for a position with us as this is a criminal offence. All candidates should also be aware that providing false and inaccurate information is an offence and will result in their application being rejected or dismissed if they have been appointed. We will make a referral to the police and the DBS. If as an organisation we have serious concerns regarding any candidate's suitability to work with children/vulnerable adults we will refer this to the police/DBS.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by the applicant at any time during the recruitment process, e.g., initial enquiry, application form, interview etc, or obtained through a DBS check, LEAPS Suffolk, Board of Trustees will consider the following before making a final decision.

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the candidate's circumstances have changed since the offending behaviour or other relevant matters
- The circumstances surrounding the offence/s and the explanation/s offered by the candidate

If the post involves regular contact with children/vulnerable adults, it is LEAPS Suffolk policy to consider it a high risk to employ someone who has been convicted at any time of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

## **Appointment**

### **DBS checks**

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information, If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them.

New staff will only be allowed to work unsupervised with children/adults when we have had full sight of a satisfactory DBS certificate for them and they have demonstrated they are suitable to do so. If we decide to allow a new member of staff to begin work pending the completion of their DBS

check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children/adults until we have seen and reviewed their DBS certificate.

When we appoint a member of staff, we will keep a record of the date and number of their DBS disclosure on our Central DBS Record. As part of their probation period all employees must register with the update service so regularly checks can be made.

## **Immigration status**

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, such as a driving licence, passport, and NI number.

## **Records and data selection**

Records will be kept on all stages of the recruitment and selection process and retained by the Manager for a period 3 years and then disposed of securely. LEAPS Suffolk will look to retain application details for the purposes of talent pooling and streamlining future applications from the candidate.

## **Confidentiality**

Through each stage of this policy, the organisation will seek to ensure that confidentiality is maintained. However, if we are concerned about any behaviour of a candidate, we have the right to refer this to the police or DBS.

## **Equality and diversity**

Particular care will be taken to ensure that this policy is fairly applied and there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified.

LEAPS Suffolk will fulfil its legal duties, ensuring that “reasonable adjustments”, where practicable, are made to ensure that individuals with a disability are not disadvantaged as part of the recruitment and selection process.

Statistical information on all stages of the recruitment exercise will be collated, monitored and reported to inform LEAPS Suffolk performance in the area of equality and diversity.