

SAFER RECRUITMENT POLICY & PROCEDURE (v1.3)

APPEER COMMUNITY INTEREST COMPANY (CIC)

THIS POLICY MUST BE READ IN CONJUNCTION WITH ALL APPEER POLICIES, WHICH ARE AVAILABLE ON OUR WEBSITE. IF YOU CANNOT ACCESS OUR WEBSITE, PLEASE TELEPHONE US ON 07861 696542 OR EMAIL CLAIRE@APPEER.ORG.UK TO REQUEST COPIES TO BE SENT TO YOU. KEY POLICIES RELEVANT TO RECRUITMENT ARE:

1. SAFEGUARDING AND CHILD PROTECTION POLICY
2. EQUALITY, DIVERSITY & INCLUSION POLICY
3. GDPR POLICY & DATA PRIVACY STATEMENT

POLICY STATEMENT

This document sets out Appeer CIC's recruitment and selection policy and procedures.

Appeer is committed to recruiting staff on the basis of relevant skills, essential qualifications, experience or potential. The company is committed to compliance with all relevant legislative obligations which apply to the workplace and with the Appeer Equality, Diversity and Inclusion Policy. Appeer provides equality of opportunity and strives to ensure a recruitment process free from any form of unlawful discrimination under the Employment Equality Acts 1998 – 2015. The recruitment process throughout will be conducted with consideration of equality issues.

We are also committed to ensuring that recruitment safeguards the wellbeing of staff, volunteers and beneficiaries, including by:

- identifying and rejecting applicants who are unsuitable to work with children, young people and vulnerable adults
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role

PRINCIPLES OF RECRUITMENT

All new posts will be justified by need and budgetary considerations (including information on funding, job description and person specification, agreed advertisement wording and estimate cost of advertising) and approved by at least 3 directors.

Where recruitment is planned to fill a vacancy created by a leaver (other than on redundancy or business re-organisation grounds) or in situations where Programmes are expanding and more staff are needed for established roles, approval will normally be granted automatically.

RECRUITMENT PROCEDURE

Identification of recruitment need

The Co-CEOs will plan recruitment together, with the Co-CEO (Programmes) leading on job descriptions and person specifications for Programme staff and the Co-CEO (Management) overseeing administrative processes.

Job advertisement

- Jobs will be advertised internally first, to support the development of existing staff and/or volunteers
- Jobs will subsequently be advertised externally in at least 2 places

- All care will be taken to ensure equality of accessibility and to prevent indirect discrimination. Where possible, accommodations will be made for applicants who require for reason of disability an adaptation of standard procedures.

Applications

Application forms will be based on employment best practice, with particular regard to issues of equality, diversity and inclusion as well as any disability issues and accommodations required.

As we will be collecting personal data from applicants, we will supply applicants with a copy of the Company's GDPR Policy and Data Privacy Notice and will only process applicants' personal data in accordance with this.

Should any applicants be known to or related to any Appeer staff or directors, measures will be taken to ensure this process remains fair, e.g., we will ensure that any related staff members are not involved in the recruitment process.

Equality, Diversity and Inclusion monitoring forms will be collected on a voluntary basis from applicants, kept anonymous and confidential and processed separately to their application form.

Candidates will be shortlisted for interview using the job description and person specification

Interviews, assessment and selection

Interviewees will be asked if they require any accommodations for access, which will be supplied if reasonable and feasible.

Interviews will be conducted by at least two directors and/or managers.

Interviews will reflect the Job Description and Person Specification, and all interviewees being asked the same question to ensure fairness.

The interview process may involve several stages; in particular, where the job entails service delivery, shortlisted candidates may typically be asked to attend a practical Session relevant to the job, e.g. planning and facilitating an activity Session for girls.

Assessment at interview and/or tasks will be against the job description and person specification as well as fit with the organisation's values and approach.

Assessment details will be recorded for each candidate and retained for 6 months, to ensure fair practice.

Offer of employment

All offers of employment, whether written or verbal, must have the prior approval of a Director of the Company. On no account should a job offer be made during or at the end of an interview.

A formal written offer of employment setting out all employment terms and conditions will be issued to the successful candidate.

At least two written references will be requested, one of which must be from a previous employer (or, if this is the prospective employee's first job, their schoolteacher or higher or further education lecturer). Before references are taken up, the prospective employee's consent should first be sought.

Successful candidates will need to supply documentation required by law and good employment practice prior to starting, including but not necessarily limited to: verification of identify and address; documentary proof of eligibility to work in the UK; verification of relevant qualifications; application for DBS check and Barred Lists as appropriate; satisfactory references.

Any offer of employment is conditional on this documentation being satisfactory to the Company.

Onboarding new staff

New staff will be given an induction to the organisation and to their role within the first few weeks and months of employment.

Employment contracts will generally include a probationary period. Staff will be provided support and supervision during this period as well as any accommodations or training needed to reach satisfactory level of performance.

We will respond immediately and appropriately to concerns about staff at any time regarding their unsuitability to work with children, young people or vulnerable adults, as appropriate and according to our Safeguarding and Child Protection Policy.

CONCERNS ABOUT RECRUITMENT PROCEDURES

If there are any concerns about recruitment, potential applicants, applicants and staff can contact the Co-CEO (Management) Paige Sinkler or the Co-CEO (Programmes) Jo Dilworth, on jo@appeer.org.uk or paige@appeer.org.uk.

FOR FURTHER INFORMATION

If you have any questions or concerns about this policy, contact the Co-CEO (Management) Paige Sinkler on paige@appeer.org.uk.

SAFER RECRUITMENT POLICY & PROCEDURE Version No: 1.3	
Summary:	Our policy and procedure for the recruitment of staff, with consideration of equality issues and to maximise safeguarding and child protection
Policy Owner:	Jo Dilworth
Author:	Jo Dilworth
Target Audience:	Prospective Job Applicants, job candidates and current staff
Approved and Ratified By:	Cathryn Jagger
Version Date:	1 November 2022
Date of issue:	1 November 2022
Next Review Date:	November 2023 or earlier if changes in Programme or legislation.

Change Record				
Date	Author	Version	Page/s	Reason for Change
4 January 2020	Jo Dilworth, CEO	1.1	All	
28 February 2021	Jo Dilworth, CEO Paige Sinkler, Ops and Fundraising	1.2	All	
1 November 2022	Paige Sinkler, Co-CEO	1.3	All	To make explicit considerations of equality and safeguarding