

Recruitment and Employment Policy (Housing)

Policy Name:	Recruitment and Employment Policy (Housing)
Version:	V.1
Approved by:	<i>The Board of Management and Trustees</i>
Approved date:	17th November 2025
Next review date:	17th November 2026
Key Legislation and Regulations:	<p>Equality Act 2010 Employment Rights Act 1996 Rehabilitation of Offenders Act 1974 Safeguarding Vulnerable Groups Act 2006 Data Protection Act 2018 & UK GDPR Health and Safety at Work Act 1974</p> <p>Oakfield also aligns with sector guidance from Housing Sector Leaders, adopting inclusive recruitment practices and safeguarding protocols that reflect the needs of our community.</p>
Relevant Policies:	<p>Staff Training Safeguarding Whistleblowing Risk Management EDI</p>
EA:	Equality Analysis is currently under review
DPIA:	DPIA is currently under review
Consultation:	Board of Trustees
Applies to:	All Tenants, employees and volunteers

1. Policy Statement

Oakfield (Easton Maudit) Ltd is committed to recruiting and retaining individuals who reflect our values of equality, diversity, and inclusion, and who are passionate about delivering high-quality housing and support services. We believe that a safe, fair, and inclusive recruitment process is essential to building a workforce that empowers our tenants and strengthens our community.

This policy outlines our approach to recruitment and employment across all roles, including trustees, volunteers, agency staff, and employees.

2. Purpose

The purpose of this policy is to:

- Ensure fair and transparent recruitment practices.
- Promote inclusive employment opportunities for underrepresented groups.
- Safeguard vulnerable individuals through robust vetting procedures.
- Support staff development, wellbeing, and retention.

3. Scope

This policy applies to:

- All paid staff (full-time, part-time, temporary)
- Volunteers
- Trustees
- Agency workers and contractors

It covers recruitment, onboarding, employment standards, and ongoing supervision across Oakfield's operations.

4. Recruitment Principles

Oakfield is committed to:

- **Merit-Based Selection** All appointments are made based on skills, experience, and alignment with Oakfield's values.
- **Inclusive Practices** We actively remove barriers to employment for individuals from diverse backgrounds, including those with disabilities, care experience, or lived experience of housing need.
- **Safer Recruitment** All roles involving vulnerable adults require:
 - Enhanced DBS checks
 - Two professional references
 - Health declarations
 - Right to work verification
 - Values-based interviews
- **Internal Progression** We encourage staff development and promotion through mentoring, training, and performance reviews.

All vacancies are:

- Reviewed for relevance and alignment with organisational needs.
- Advertised internally and externally with clear role profiles and person specifications.
- Assessed using structured interviews and competency-based exercises (as applicable)

5. Employment Standards

Oakfield ensures:

- **Equal Access to Employment** No applicant or employee is treated unfairly based on protected characteristics under the Equality Act 2010.
- **Clear Contracts and Terms** All staff receive written contracts aligned with employment law and sector standards.
- **Annual Appraisals and Development Plans** Staff performance is reviewed annually with opportunities for growth and feedback.
- **Supportive Onboarding** All new personnel receive:
 - Orientation and welcome materials
 - A buddy system for peer support
 - Access to training modules (EDI, safeguarding, health and safety)
 - A probation period with monthly supervision
 - Shadowing tailored to experience level

6. Trustee and Volunteer Recruitment


- Trustees are recruited based on governance needs, lived experience, and community representation. All trustees receive induction, safeguarding, and EDI training.
- Volunteers undergo role-specific induction, DBS checks (where applicable), and supervision. Volunteers are held to the same standards of conduct and inclusion as paid staff.

7. Agency Staff and Contractors

- Compliance checks are conducted by the agency or contractor.
- Oakfield provides induction and supervision to ensure alignment with our values and safety standards.
- Agency staff are expected to follow Oakfield's policies and procedures while on assignment.

8. Monitoring and Review

- Recruitment outcomes are monitored for diversity, fairness, and inclusion.
- Feedback is collected from applicants and hiring managers to improve processes.
- The policy is reviewed annually by the Managing Director and approved by the Board of Trustees.

Signed - Chair of Trustees:	
Print:	Mrs Sara Morrison
Date:	17 th November 2025