

## Safe Recruitment and Selection Policy

### Purpose and Scope

The Ri is committed to rigorous recruitment procedures to ensure that we have a team of the highest possible standard, who are committed to the work of the Ri, and are carefully vetted and safe to work directly with children and young people where this is a requirement of their role.

This policy sets out the Ri's firm commitment to:

- Ensuring an open procedure which is applied equally to all candidates
- Safeguarding children and promoting their welfare, through preventative recruitment measures which reduce the risk of harm to children and staff/volunteers

This policy applies to all applicants to the Ri, including employed and consultancy roles as well as relevant volunteer roles.

### Policy and Guidelines

All managers and staff involved in the recruitment and selection process will be suitably briefed and will be provided with the Recruitment Handbook before shortlisting or interviewing applicants. This policy summarises the more detailed practice guidance which is contained in that handbook. Prior to drafting of job descriptions and person specifications for any role, the recruiting manager will complete a DBS decision form in conjunction with the HR Manager and Child Protection Officer, in order to determine whether a DBS check is required for the role and if so at what level. To be eligible for an Enhanced DBS check, the role must meet the eligibility criteria for inclusion in both the Rehabilitation of Offenders Exceptions Order and the Police Act 1997 (Criminal Records) Regulations 2002.

All positions will be advertised on the Ri's website and social media platforms as a minimum, and all staff will be notified of the vacancy internally via Slack. Prospective candidates will be provided with the job profile which contains information for candidates about the Ri and the role, job description and person specification. All candidates are asked to complete an Equalities Monitoring Form. This requests information about the candidates' age, gender, gender reassignment, ethnicity, sexual orientation, religious belief and disability status. This information is used to monitor all stages of the recruitment process and to analyse trends to ensure equality of opportunity. The information is only seen by Human Resources and if candidates choose not to disclose some or all of the information this will not affect their application in any way.

All prospective applicants must complete an application form as CVs alone will not be accepted as a form of application. The application form used will contain a convictions declaration which will be suitable to the level of contact with children and young people that the role entails. For roles where the Ri would require an enhanced DBS check (i.e. where the position is exempt from

the Rehabilitation of Offenders Act 1974) this will include a requirement for candidates to disclose any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For all other posts candidates will be required to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.

After the closing date applications will be shortlisted by at least two managers on the basis of a measurement strictly related to the criteria in the person specification. Shortlisted candidates will be invited to interview and unsuccessful candidates will receive confirmation of this via email.

Reasonable adjustments will also be made to the recruitment process to ensure that no applicant is disadvantaged because of a disability. Examples of reasonable adjustments might include additional time for written tests, or providing equipment or assistance to facilitate their participation in the interview process.

Candidates will be required to provide original evidence of identity at interview (e.g. passport, birth certificate or driving licence), current address (utilities bill in the same name) and National Insurance Number. Candidates will also be required to produce evidence of their eligibility to work in the UK and follow up checks may be made with the Home Office or the Border and Immigration Agency as required.

### **Interview Process**

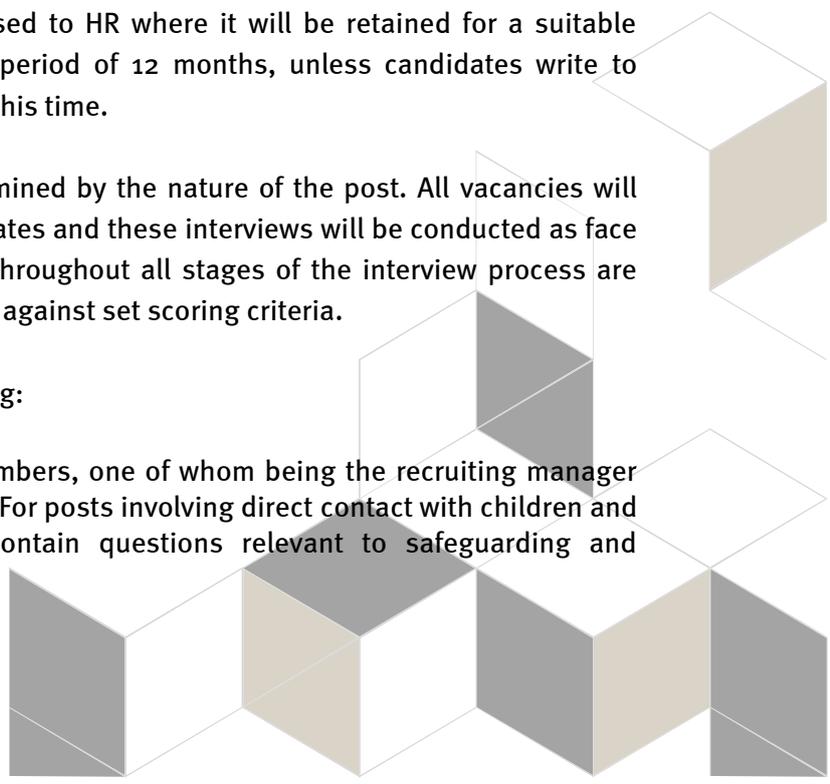
Recruitment must be solely on the basis of the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. Line managers conducting interviews must ensure that questions asked of job applicants focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively.

An interview record must be made and passed to HR where it will be retained for a suitable period of time. This will normally be for a period of 12 months, unless candidates write to request that the record is disposed of before this time.

The interview techniques used will be determined by the nature of the post. All vacancies will require an interview of the shortlisted candidates and these interviews will be conducted as face to face interviews. The interview questions throughout all stages of the interview process are pre-agreed and each candidate will be scored against set scoring criteria.

The interview process will involve the following:

- A written exercise or presentation;
- A panel interview involving three members, one of whom being the recruiting manager who will act as the Chair of the panel. For posts involving direct contact with children and young people, the interview will contain questions relevant to safeguarding and



- judgement in relation to child protection issues;
- The interview panel will ensure that all gaps in the candidate's work history are fully explored.
  - A one to one interview may also be held but this will primarily be for management roles.

The successful candidate will receive verbal confirmation from either the Chair of the panel or the HR Manager. Written offers (subject to satisfactory pre-appointment checks as below) must not be sent until approved by the Chief Executive.

Unsuccessful candidates will be informed in writing. Feedback will be given to candidates upon request following the interview stage however feedback will not be given after shortlisting unless there are exceptional circumstances.

The Ri does not pay for any expenses incurred by a job applicant as a result of attending for interview, unless the interview is being held at a location which will not be the regular place of work or the applicant is a young person interviewing for a Year in Industry position or similar.

### **Pre-Appointment Checks**

Two references will be required, one of which must be from the current or most recent employer. The Ri does not accept references from family members.

Referees will always be asked specific questions regarding:

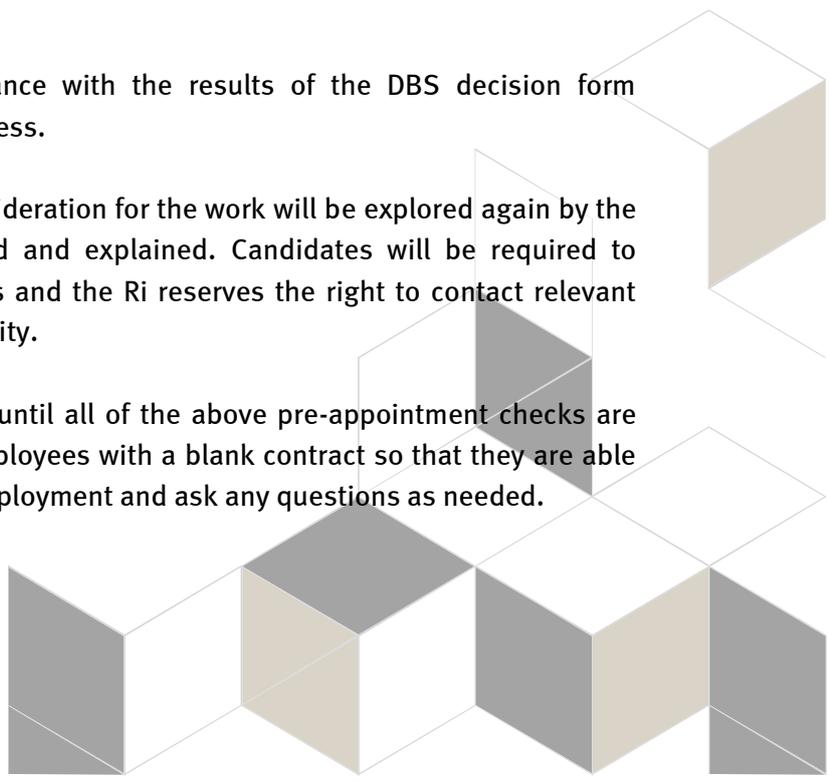
- The candidate's suitability to the post
- If they would re-employ the candidate
- The candidate's suitability for working with children and young people
- If the candidate was ever the subject of any disciplinary proceedings

The Ri reserves the right to request further references and to contact referees by telephone to discuss candidates.

DBS checks will be undertaken in accordance with the results of the DBS decision form completed at the start of the recruitment process.

Any gaps in the CV of a candidate under consideration for the work will be explored again by the HR Manager and must be fully documented and explained. Candidates will be required to provide evidence of any stated qualifications and the Ri reserves the right to contact relevant educational institutions directly to verify validity.

Contracts of Employment will not be issued until all of the above pre-appointment checks are complete. The Ri will provide prospective employees with a blank contract so that they are able to fully review the terms and conditions of employment and ask any questions as needed.



### **Recruitment of Ex-offenders**

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the Ri complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

The Ri requests Enhanced Disclosures for all volunteers, workers and members of staff who have direct unsupervised contact with children and young people. For these positions, all application packs will contain a statement that an Enhanced Disclosure will be requested in the event of the individual being provisionally offered the position.

The Ri will discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar candidates from working with the Ri. This will depend on the nature of the position and the circumstances and background of the offences. However, failing to disclose a conviction at application stage will result in an automatic disqualification from the post applied for and all future positions with the Ri. Where employment has already commenced and the DBS check reveals a conviction which was not previously disclosed, employment will be terminated without notice.

For full details please refer to the Guidance on the Recruitment of Ex-Offenders.

### **Induction and Probation**

All new starters will undergo a full induction which meets the needs and requirements of their role. This will include the issuing of the staff/volunteer handbook and all major policies including child protection and safeguarding policies and procedures as well as an induction session with the Child Protection Officer. Please see the Induction Checklist and the Probationary Procedure for full details.

All new starters must complete and return an acknowledgement form within 14 days of appointment to confirm that they have read and understood the following policies and procedures: Anti-Fraud and Bribery Policy, Child Protection Policy and Code of Practice, Computer Acceptable Use and BYOD Policy, Disclosures in the Public Interest (aka Whistleblowing), Health and Safety, and the Social Media Policy.

All new starters are subject to an initial 6 months' probation period, unless they are employed on a fixed term contract of 6 months or less.

**Approved:** March 2016

**Review date:** March 2019

