



Recruitment Policy

Arrangements for Review:

John Payne is responsible for the implementation of this policy and conducting regular reviews. This policy was adopted in February 2011 and will be reviewed in **February 2012**

Children and Families Ltd aims to employ a workforce that demonstrates the appropriate skills and qualities to fulfil its roles and responsibilities to deliver the best outcomes for children and their families. It is also becoming increasingly important as the organisation evolves and changes that new recruits show a willingness to learn and the ability to work as part of the team.

Children and Families Ltd is committed to safeguarding the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To do this we need to ensure that our recruitment policies and practices are robust and contain the necessary measures.

Key principles

We aim to ensure that

- we fulfil our commitment to safeguarding children
- selection is based on merit, following a fair and objective selection process
- we fulfil our commitment to the two ticks scheme and are positive about disabled people
- the workforce is representative of our local community
- we use our position in the community to tackle directly our target of reducing the number of children under 5 living in workless households

This policy is informed by Legislation including the Sex Discrimination Act 1975 and Race Relations Act 1976, the Disability Discrimination Act 1995 and 2005, the Data Protection Act 1998, Employment Equality (Sexual Orientation) and Employment Equality (Religion or Belief) Regulations 2003 and the Race Relations (Amendment) Act 2000, The Employment Equality (Age) Regulations 2006, and the codes of practice relating to them.

This policy is also informed by the Kent Safeguarding Children's Board, Safe Recruitment and Employment (Self Assessment Audit Tool) October 2007 and 'Recruiting safely: Safer recruitment guidance helping to keep children and young people safe', Children's Workforce Development Council, 2009.

The process

To fulfil our commitment to safer recruitment we ensure that at least one member of staff who has completed safer recruitment training is involved at every stage of the process.

The checklist at Appendix 1 provides a convenient way of signing off each stage and can be filed as a permanent record at the end of the process.

- **Planning**

It is important to ensure that for each position we have a clear description of the job to be done and the competencies required to do that job, and to then employ the people best suited to undertake the work. The job description and person specification are essential in communicating what these are and to ensure that shortlisting, interviewing and any decisions made are consistent and fair.

- **The job description and person specification**

The job description should state the purpose of the role, who the job holder should report to and the main duties and responsibilities. The job description may also set out goals for what might be achieved in future.

Children and Families Ltd retains the right to implement changes to the job description to reflect changes in the demands of the post. This will be done in consultation with the incumbent post holder.

The person specification details the knowledge (including necessary qualifications), skills and abilities, experience and aptitudes required to do the job, specifying which are essential and which are desirable. These may be different from the attributes of the previous postholder. Essential or minimum criteria are those without which an appointee would be unable to adequately perform the job. Desirable criteria are those that may enable the candidate to perform better or require a familiarisation period.

- **Advertising**

An advertisement is informed by the job description and person specification and should contain the following points:

- title of vacancy
- salary
- brief details of the job
- key details of the person specification
- duration of the appointment (if fixed term)
- how to obtain further particulars of the vacancies
- closing date for applications (sufficient time should be allowed to enable applicants to consider the further particulars and make their application)
- where known, date of interview
- Two Ticks symbol
- statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be CRB checked:

Seashells is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act. Any offer of employment and continued employment is contingent upon satisfactory vetting results, including Criminal Records Bureau checks, Independent Safeguarding Authority registration and any other vetting mechanisms and procedures as may be required in the light of changing legislation and circumstances.

Wherever possible, all vacancies are advertised in the Seashells Newsletter and internally to all staff and, where appropriate, will also be advertised through the Swale Community Empowerment Network (SCEN) via Swale CVS, Job Centre Plus and the local press.

- **Application and shortlisting**

All applications must be made on a Children and Families Ltd application form. Once received, all applications are scrutinised and any discrepancies, anomalies or gaps in employment are noted and explored before a candidate is considered for short-listing.

The purpose of short-listing is to identify those candidates who best meet the selection criteria for the post, who are most likely to be capable of carrying out the duties of the job, and about whom we wish to find out more during a formal interview.

As a two tick employer we display the Two Ticks symbol in all our recruitment documents and guarantee an interview for disabled candidates who meet the minimum criteria.

To fulfil our commitment to ensure the workforce is representative of our local community and to tackle directly our target of reducing the number of children under 5 living in workless households we guarantee an interview to parents in the Seashells reach area with a child under 4 who meet the minimum criteria.

Selection for the short-list is done by assessing applications in relation to the essential and desirable criteria as detailed in the person specification.

- **Seeking references**

References are sought directly from each referee on short-listed candidates using the Reference Request pro-forma for previous employers, tutors, teachers etc or the Character Reference Request form so that specific information is requested to help assess an applicant's suitability to work with children and that referees understand their liability for accuracy. References are not accepted from friends or family members.

On receipt, all references are checked against the information given on the application and scrutinized. Any discrepancies or issues of concern are noted and taken up with the applicant.

- **Invitation to interview**

Once the shortlist has been agreed candidates are invited to interview by email or letter. The invitation will include all the relevant information the candidate needs to know about the interview and instructions of what to do on the day. Candidates will be asked to bring documentation to evidence qualifications and for their CRB check should they be successful.

- **Interview**

At the interview the applicant's suitability for work with children is explored as well as for the post. Every interview panel includes at least two members of staff, and one parent. Questions will be asked to demonstrate the criteria of the job description and person specification. Candidates may be asked to do a test or give a presentation.

Parents are valued as partners at Seashells and sit on every interview panel to provide a parental perspective to the selection process along with the line manager and usually one other member of staff.

Where possible the identity and qualifications of the successful applicant should be verified on the day of interview by scrutiny of the appropriate original documents, copies of documents taken and placed on file, with a completed CRB form being returned as soon as possible.

- **Conditional offer of appointment**

Any offer of appointment is made conditional on satisfactory completion of the following pre appointment checks and a probationary period:

Pre-appointment checks

- ✓ References
- ✓ Identity
- ✓ Qualifications
- ✓ Eligibility to work in UK, if required
- ✓ CRB

A letter is sent confirming the conditional appointment offer requesting that the appointee should contact the relevant line manager once their CRB certificate has arrived.

Policy Implementation

- All staff are made aware of this policy as part of their induction, reviews, and training.
- This policy is linked to the Centre's other policies, but is particularly relevant to: Child Protection, Equalities and Diversity and Partnership with Parents and Carers

Arrangements for complaint:

These are defined in the Children's Centre's Complaints Policy.



Recruitment and selection checklist

Vacancy:

To fulfil our commitment to safer recruitment ensure that at least one member of staff who has completed safer recruitment training is involved at every stage of the process.



Planning	Timetable decided: job description, person specification, and any other documents to be provided to applicants, reviewed and updated as necessary. Minimum criteria to be clearly stated in person specification and two ticks symbol to be appropriately displayed in all documents	
Vacancy advertised	All vacancies to be advertised in Seashells Newsletter and internally to all staff. Where appropriate vacancies may also be advertised through Swale CVS, JCP and the local press. Advertisement includes <ul style="list-style-type: none"> • reference to safeguarding policy • statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be CRB checked • Two Ticks symbol Information on the childcare element of working tax credit and free entitlement to be included in advert for newsletter	
Applications on receipt	Scrutinised and any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing	
Short-list prepared	Guaranteed interview for disabled and family candidates who meet the minimum criteria	
References – seeking	Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy	
References – on receipt	Checked against information on application and scrutinized for any discrepancy/issue of concern noted to take up with applicant (at interview if possible)	
Invitation to interview	Includes all relevant information and instructions	
Interview arrangements	The interview panel includes at least two interviewers and one parent; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards. Gift bought for parent on panel (usually £10 Tesco voucher)	

Interview	<p>Explores applicants' suitability for work with children as well as for the post. Commitment to interview all disabled and family applicants who meet the minimum criteria for the vacancy and to consider them on their abilities. Questions will be asked to demonstrate criteria of the job description and person specification.</p> <p>Where possible identity and qualifications of successful applicant should be verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for CRB disclosure</p>	
Conditional offer of appointment	Offer of appointment is made conditional on satisfactory completion of the following pre appointment checks and a probationary period.	
Pre appointment checks	<ul style="list-style-type: none"> • References (if not obtained and scrutinized previously) • Identity (if that could not be verified straight after the interview) • Qualifications (if not verified on the day of interview) • Permission to work in UK, if required • Satisfactory CRB disclosure received • Health – the candidate is medically fit 	