

Recruitment of staff Policy

Updated: November 2015

Next revision date: November 2016

1. Objectives

- 1.1 To recruit and appoint the candidate, externally or internally, who is most suited to the vacancy, in accordance with statutory requirements.
- 1.2 To ensure that all recruitment processes comply with the law and will ensure that young and vulnerable Learners are protected.

2. Scope

- 2.1 To cover all activities carried out by Develop.

3. Key Principles

- 3.1 Develop applies an objective recruitment procedure using criteria related to the identified requirements of the job. The candidates are given the opportunity to demonstrate their abilities regardless of the 9 protected characteristics under the Equality Act 2010. These are: race, gender, disability, gender reassignment, religion & belief, sexual orientation, marriage & civil partnership, pregnancy & maternity and age
- 3.2 Develop ensures that all Line Managers and staff involved in the recruitment process understand the process, consistently apply the policy and use the most appropriate method of recruitment and selection.
- 3.3 The CEO has overall responsibility for the implementation of the recruitment policy but delegates the day to day responsibility to the Deputy CEO. All staff involved in the recruitment process will be trained in matters relating to Equality and Diversity and effective recruitment skills before they are involved with the recruitment process.
- 3.4 Develop follows safer recruitment principles when recruiting staff and volunteers who will work with children. This involves ensuring that the following procedures are followed:
 - job descriptions make reference to the responsibility for safeguarding and promoting the welfare of children
 - comprehensive information is obtained from applicants including the

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resolution of any discrepancies or anomalies

- independent professional and character references are sought for short-listed candidates which ask specific questions relating to the applicants suitability to for the role
- a face to face interview is carried out with short-listed applicants, exploring their suitability for the role
- the applicants' identity will be verified by examination of original documents such as passport, driving licence, birth or marriage certificate
- the applicants' qualifications will be verified by examining original certificates
- most recent employment history will be verified through reference requests, DBS check will be carried out prior to the applicant starting his/her position.
- when applicable, DBS by association will be carried out.

4. Staff Responsibility

- 4.1 Senior Management and Personnel.
- 4.2 CEO has overall and final responsibility for all matters relating to recruitment of staff.
- 4.3 The day-to-day responsibility of Develop's Recruitment of Staff Policy lies with the Deputy CEO, who will ensure that:-
- a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all staff.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

5. Monitoring and Evaluation

- 5.1 Monitoring will take place during each recruitment campaign to ensure compliance.
- 5.2 This policy is liable to full equality impact assessment annually.

6. Supporting Documents

- 6.1 This policy should be read in conjunction with the following policies and procedures:-
- Child Protection Policy.

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- Disability Statement.
- Equality & Diversity Policy for Learning.
- Equality & Diversity Policy
- Guidance Note – Planning Staff development
- Health and Safety Policy
- Personnel Manual
- Quality Policy
- Recruitment Procedure
- Staff Handbook
- Volunteering Policy

Policy signed by CEO: *Mark Pike*

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