

Recruitment Policy

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Policy Statement

This Policy and Procedures should be read in conjunction with the Equality and Diversity Policy and the Policy Statement on the Recruitment of Ex-offenders.

Key principles that will apply to our recruitment are equality, employee development and the following of safer recruitment principles. We aim to encourage our current employees to take on new roles and ensure that new opportunities are offered fairly based on the ability to carry out the role.

EBP South aims to follow good practice in all its recruitment of employees. In line with its Equality and Diversity Policy, we will ensure that all applicants for posts are treated on a fair and equitable basis. Only information relevant to the requirements of the post will be requested and appointment decisions will be based on the criteria identified in the person specification. EBP South will make every effort to ensure that those appointed are suitable for the position, where they are working with children or are in positions of trust.

Guidelines and Procedures

EBP South ensures all employees involved in the recruitment process have been suitably trained. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to equal opportunities and to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

All recruitment will be based on criteria identified in a personal specification, that has been agreed in advance as that most appropriate for the post concerned.

The following steps will be followed in the recruitment for all posts:

Determine the exact nature of the vacancy. This must always be done in conjunction with the CEO and will consider budget, work to be delivered, timescale for work required, whether the post is to be full or part time, fixed term or permanent. Where the vacancy has arisen following a resignation, a review will be carried out involving CEO and appropriate managers, always ensuring that a written resignation has been received from the previous post holder.

Draw up a job description for the new post, to include whether the post requires a DBS check and a checking against the barring list. To be agreed by CEO.

Inform employees internally of the vacancy, allowing opportunity for existing employees to consider the post (this may include an informal opportunity for employees to discuss their potential for a particular role).

Determine advertising processes. Permanent vacancies will normally be advertised through our website and other appropriate online job sites. Fixed term vacancies, particularly those that are short term, may be more appropriately filled via targeted advertising or in some cases agencies. In some situations, it may be appropriate for an individual with known expertise, to carry out short term work on behalf of EBP South.

Determine recruitment panel, the lead member of which will be a manager with training and experience in EBP South recruitment processes.

Advertise the post with the following information to be included:

- DBS requirements.
- How to access the recruitment pack.
- Deadlines for applications.
- Interview dates.

Recruitment packs must refer to the responsibility for safeguarding and promoting the welfare of children and include background information about EBP South, job description, person specification, application form, pay and conditions information, and any background information about the post. All application forms for posts where disclosures will be requested will contain a statement that:

a) A disclosure will be requested in the event of a successful application.

b) We have a written policy on the recruitment of ex-offenders, which is made available to all disclosure applicants at the outset of the recruitment process.

c) A copy of the DBS Code of Practice is available for applicants on [the Gov.Uk website](#). A fair processing notice should be placed with the advertisement and on the EBP South website to comply with GDPR.

The short-listing process should include at least two members of the recruitment panel and be based on the person specification. A proforma will be completed by the short-listing panel, demonstrating reasons for short-listing particular candidates.

Those candidates short-listed will be invited to interview. At this point, requests for references can be made, to those referees who can be contacted prior to interview. Reference requests to include length of service (of previous post), days sickness in past two years, reliability and suitability for the post. The invitation letter must also make clear to the candidate, ID information that must be brought, and records of qualifications. **Note – ID information is required from ALL candidates to confirm that they are eligible to work in the UK.**

The recruitment panel to identify appropriate selection process. This will always include an interview but may also include other suitability tests depending on the nature of the post (e.g. written test, presentations etc). Interview questions will be determined in advance of the interview, and all candidates to be asked all questions. The panel may ask follow up questions, always ensuring that they relate solely to the criteria required to do the job.

Following the interview, the selected candidate will be contacted, and a conditional offer made. This is a conditional offer until all references, ID and DBS checks (where appropriate) have been carried out.

Candidates who are not successful may be informed by phone or email.

A conditional offer (pending all checks) will be made in writing by the CEO, outlining potential start dates, salary confirmation and other relevant details. Pre-employment checks to be completed prior to start date are: -

- Health Questionnaire.
- DBS Check.
- References (written and verbal).
- Online check to be completed in line with KCSIE guidelines.

Date of last review: July 2024

Date of next review: July 2027