

RECRUITMENT AND SELECTION POLICY

INTRODUCTION

This policy applies to anyone responsible for recruiting, selecting and inducting staff and volunteers in Art at the Heart CIC (AATHCIC) and all who participate in shortlisting and interview panels.

AATHCIC is committed to promoting the welfare of children, young people and adults and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all of our activities.

We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

THE PURPOSE OF THE POLICY

- To recruit and select the best people available to join our workforce.
- To take all reasonable steps to prevent unsuitable people from joining our organisation.
- To recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination.
- To do all we can to achieve and maintain a diverse workforce.
- To ensure that our recruitment and selection processes are consistent and transparent.
- To ensure candidates are judged to be competent before we make them an offer of a job.
- To ensure that new members of staff are given a proper induction.

We recognise that:

- Our workforce is our most important resource.
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them.
- Some groups face unfair discrimination in the workplace.
- Children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds.
- New staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

We recruit and induct our workforce by:

- Advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds.
- Providing an application pack with relevant information including job description and person specification for anybody who expresses an interest in an advertised job.
- Ensuring that all applications for both paid and volunteer positions are made using our standard application form.
- When possible, involving more than one person to shortlist applicants for interview.
- Having at least two people conducting a face-to-face interview with anyone we may want to appoint using a transparent scoring system.

- Incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate.
- Obtaining two references including last employer, two pieces of identification and original copies of any necessary qualifications from candidates.
- Requiring that all staff and volunteers have an up-to-date relevant enhanced DBS check where their post is eligible for this (including a check against the barred list if the post involves regulated activity), and that staff and volunteers in such posts subscribe to the DBS online update service.
- Providing an appropriate induction for all new staff and volunteers.
- Ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation.
- Appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post.
- Using the list of processes below to follow a consistent procedure for recruitment, selection and induction.

Information for this policy was sourced from the Safer Networks Website March 2016

RECRUITMENT, SELECTION AND INDUCTION PROCESS

1. Plan your recruitment and selection process.
2. Advertise the vacancy.
3. Review all applications against the criteria in the job/role description.
4. Create a shortlist of suitable applicants.
5. Agree the interview questions and selection tools e.g., tests, role play etc.
6. Invite your chosen candidates to be interviewed.
7. Conduct interviews and verify every candidate's identity and qualifications.
8. Make decision on suitable appointment of candidate(s).
9. Make a conditional offer of employment or a volunteer position, subject to satisfactory references and checks.
10. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
11. Complete the take up of references and checks.
12. Are all issues arising from the references, checks and self-disclosed information resolved? **Yes** - confirm the offer on a trial period. **No** - withdraw the job offer.
13. Agree a start date.
14. Plan the induction.
15. New staff member starts. Follow through the induction programme.
16. Conduct scheduled reviews within the trial period to check progress.
17. After the trial period, are you satisfied with their progress? **Yes** - confirm new staff member in post. **Not completely** – consider extending the trial period and agree a further support package if appropriate. **No, progress has been highly unsatisfactory** - end the contract at this point.
18. At the end of the trial period extension, are you still unsatisfied with the new recruit's progress? **Yes** - end contract at this point. **No** - confirm new staff member in post.

INDUCTION PROGRAM

Induction of Staff	Comments	Signed and dated
<p>Introduction</p> <ul style="list-style-type: none"> • Emergency contact and personnel details. • Tour of premises. • Storage of personnel belongings. • IT systems. • ID badges. • Driving details. 		
<p>Intro to the Organisation</p> <ul style="list-style-type: none"> • Introduction to other staff. • History of organisation, objectives and purpose. • Products/services/markets. • Future plans and developments. 		
<p>Health and Safety</p> <ul style="list-style-type: none"> • Read risk assessment and knowledge of where they are stored. • Awareness of hazards. • Fire Evacuation procedure. • Knowledge of First Aiders on site and where First Aid Equipment is kept. • Reporting accidents. • Training for specialist equipment. 		
<p>Policies</p> <ul style="list-style-type: none"> • All new staff to read following policies and procedures and know where they are kept: <ul style="list-style-type: none"> • Safeguarding Policy and Procedure. • Anti-Bullying Policy and Procedure. • Code of Conduct. • Code of Behaviour. • Whistle Blowing. • Complaints and compliments. • Confidentiality Policy. • Data Protection. • Insert relevant Policies in connection with the role. 		

<p>The Role</p> <ul style="list-style-type: none"> • Introduction to manager/supervisor. • Requirements of new job. • Discussion of Role. • Assign a 'Buddy' to the new employee and discuss how they will guide the new employee throughout their probationary period. • Standards expected. • Co-workers. • Supervision and work performance appraisals. 		
<p>Terms and Conditions of Volunteering/employment</p> <ul style="list-style-type: none"> • Written terms and conditions issued. • Contract of employment issued. • Supervision and appraisal arrangements. • Hours, breaks, method of payment. • Holidays. • Clocking on/flexitime/reporting procedures. • Probationary period. • Period of notice. • Sickness provisions. • Pension provisions. • Maternity/paternity/parental leave provisions Management structure. • Claiming expenses. • Training needs and objectives. • Training provision. 		