



RECRUITMENT POLICY

September 2024

DOCUMENT CONTROL

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Please note that a record of the changes made to the original issue of this document can be found at
Schedule 1 after any Appendices to the Policy/Procedure.

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
1	November 2022	Original
2	September 2024	Reviewed and updated

1. Introduction

1.1 **Policy Statement:** This policy sets out a recruitment process designed to:

- enable Howgill Family Centre (Howgill) to attract and select the best applicants for vacancies
- deter, identify and reject prospective applicants who are unsuitable for working with young children and young people
- meet the statutory requirements of the Equality Act 2010 and the Data Protection Act 2018, and the terms of our Equal Opportunities Policy
- treat all applicants fairly.

1.2 The Board of Trustees is responsible for the policy. The Howgill Manager has responsibility for ensuring that the policy is implemented and that appropriate procedures are established to ensure compliance. Recruiting managers must ensure that this policy is carefully followed.

1.3 All employees have an obligation to familiarise themselves with and follow this policy.

2. Principles

2.1 Howgill's mission is to improve the lives of children, families and their communities in Copeland. In providing services, care is taken to include the most disadvantaged. As a result, we work with vulnerable children and adults. To ensure their safety Howgill will adopt the principles of Safer Recruitment by:

- providing clear job descriptions and person specifications
- using application forms to assess candidates' suitability for the role
- ensuring that job descriptions, person specifications and application forms reflect only the requirements of the job and do not imply sex or other stereotyping
- making clear our commitment to safeguarding and protecting children and adults
- holding interviews, using planned and clear questions
- asking about convictions or pending cases that might affect suitability to work for the organisation
- checking identity of candidates
- requiring an enhanced Disclosure & Barring Service (DBS) check to be completed
- taking up references in which we will ask about suitability for working with vulnerable people
- providing candidates with copies of our Safeguarding Policy and Codes of Conduct and Practice, so that what is considered acceptable behaviour is made explicit.

3. Policy

3.1 Appointments will be based on merit. Principles including fairness, credibility and equal employment opportunity underpin recruitment and selection of Trustees, employees and volunteers. Howgill will, however, take positive steps to redress imbalances in its work force.

3.2 To ensure that the organisation is vigilant in its recruitment procedures, all appointments, including those for temporary or casual employees on a short-term basis, will be:

- based on a detailed job specification
- appropriately publicised
- subject to face-to-face interview conducted by an interview panel
- subject to selection made on the basis of appropriate criteria and merit.

A record of the process will be kept for at least 3 months, and no more than 12 months.

3.3 All vacancies will be advertised internally on emails, and externally using the organisation's website, newsletters and other means. All advertisements will state that Howgill is seeking to be an effective equal opportunities employer. A copy of Howgill's Equality policy will form part of all application packs.

3.4 Applications will be welcomed from all sections of the community, and service users and volunteers will be encouraged to apply. Applicants will be considered on their suitability for the post, regardless of

their marital status, age gender, culture, religious belief, ethnic origin or sexual orientation. Application forms will make it clear that life experience as well as formal qualifications and work experience is valid.

Howgill will monitor the ethnic origin, sex and disability status of applicants for all posts, those shortlisted and appointees. Howgill will also monitor the age, sexual orientation and religious beliefs of applicants. This enables assessment of how the Equality Policy is working in practice and whether its recruitment practices are having a discriminatory effect on any particular groups. Applicants will complete equality monitoring information as part of their application.

Applications received after the advertised deadline will not be considered.

3.5 The interview panel will consist of at least three people, including the line manager of the vacant post and one colleague familiar with the area of work. At least one member of the panel will have attended training in safer recruitment.

All candidates will be:

- shortlisted against the person specification for the post
- questioned using the same set criteria and questions, formulated from the essential criteria listed in the person specification and specific area of work
- given a score for their answers
- required to explain satisfactorily any gaps in employment, any anomalies or discrepancies in the information available, declare any information that is likely to appear on a DBS disclosure, and demonstrate their capacity to safeguard and protect the welfare of children and young people.

Shortlisted candidates may be asked to take part in a practical exercise which will involve spending time in a nursery interacting with the children, employees and parents (where appropriate).

The panel will select the most suitable person for the job based on the scores and their knowledge and understanding of the requirements of the post.

3.6 The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These will be taken up before employment commences.

References will always be asked direct from the referee. Referees will always be asked, where appropriate, about the candidate's suitability to work with children and young people, any disciplinary warnings (including time-expired warnings) relating to the safeguarding of children, and the candidate's suitability for the post.

The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check prior to starting work in accordance with Howgill's Disclosure and Barring Service Policy. Employees will not normally be able to commence work until the DBS confirmation and suitable references have been received. Exceptionally employees may commence work pending receipt of references and DBS checks. In these cases care will be taken to ensure the new employee does not undertake any unsupervised contact with children until such time as references and checks are confirmed.

All qualifications will be checked against actual certificates and copies taken for their personnel files.

3.7 For all new employees, a structured induction process is in place.