

# Beat Policy

**Policy Name: Safe Recruitment & Selection Policy**

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**Responsible Post: HR Business Partner**

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## **Safe Recruitment and Selection Policy**

### **Purpose and Scope**

Beat is committed to rigorous recruitment procedures to ensure that we have a team of the highest possible standard, who are committed to our work, aligned to our values, and are carefully vetted and safe to work directly with children or vulnerable adults where this is a requirement of their role. Beat's recruitment approach naturally embraces diversity and all individuals are recruited solely on the basis of their ability and in accordance with our equality policy.

This policy sets out Beat's commitment to:

- Ensuring an open procedure which is applied equally to all candidates
- Safeguarding children and vulnerable adults and promoting their welfare, through preventative recruitment measures which reduce the risk of harm service users and employees or volunteers.

This policy applies to all applicants to Beat, including employed and consultancy roles as well as volunteer roles.

### **Policy**

All managers and staff involved in the recruitment and selection process will be suitably briefed and will be provided with the Recruitment Procedure before shortlisting or interviewing applicants. This policy summarises the more detailed practice guidance which is contained in that procedure.

### **Advertising and Application**

Prior to any recruitment, the duties and the skills required of the post will be reviewed and any existing documentation updated so that candidates are assessed against the same objective framework. Person specifications will be carefully considered to minimise the risk of direct or indirect discrimination and to ensure they do not impose any condition or requirement which cannot be justified by the demands of the post.

All vacancies (with the exception of redundancy/redeployment situations) will be advertised internally as a minimum to ensure that existing staff are given the opportunity to apply, and thus develop their skills and careers. Beat will consider the method for external advertisement most appropriate to the position in order to attract the strongest field of candidates.

Beat uses standard documents and forms for all recruitment and selection to ensure a professional and consistent approach. All prospective applicants must complete a standard application to ensure better comparability of information. Internal candidates may complete a personal statement outlining their skills and knowledge.

All candidates are asked to complete an Equalities Monitoring Form. This requests information about the candidates' age, gender, gender reassignment, ethnicity, sexual orientation, religious belief and disability status. This information is used to monitor all stages of the recruitment process and to analyse trends to ensure equality of opportunity. The information is only seen by Human Resources and if candidates choose not to disclose some or all of the information this will not affect their application in any way.

## **Assessment and Selection Methods**

After the closing date, applications will be shortlisted by at least two managers. Selection will be conducted on an objective basis and will focus on the applicants' suitability for the role, their ability to fulfil the person specification requirements, and their commitment and to and alignment with Beat's values.

Care will be taken to use selection methods and techniques that are relevant to the job. These will be reviewed regularly to ensure their fairness and consistency of application. Interviews will always be conducted or supervised by trained individuals. The same people will be involved in the separate stages of the recruitment process, even where interviews are held on different dates.

All short-listed candidates will be offered a face to face interview. If they are located a distance away from the office, the interview could be held via Skype or Video Conference.

The interview will be structured to follow a previously agreed set of questions which reflect the requirements of the person specification. Questions asked of candidates will relate only to the skills, qualifications and experience required for the role. For posts involving direct contact with service users, the interview will contain questions relevant to safeguarding and judgement. An interview form will be completed for each candidate and retained for a suitable period of time (normally 12 months).

The interview techniques used will be determined by the nature of the post. If any tests are to be given (e.g. skills tests, presentations, aptitude tests), the candidates will be given details in advance. A one to one interview may also be held to explore candidates' commitment to and alignment with Beat's values.

The interview panel will ensure that all gaps in the candidate's work history are fully explored.

## **Disabled Candidates**

Reasonable adjustments will be made to the recruitment process to ensure that no applicant is disadvantaged because of a disability. Examples of reasonable adjustments might include additional time for written tests, changing the time or location of the interview, providing information in different formats or providing equipment to facilitate participation in the interview process.

## **Pre-Appointment Checks**

Candidates will be required to provide at interview original evidence of identity (e.g. passport, birth certificate or driving licence), current address (utilities bill in the same name) and National Insurance Number. Candidates will also be required to produce evidence of their eligibility to work in the UK and follow up checks may be made with the Home Office or the Border and Immigration Agency as required.

Two references will be required, one of which must be from the current or most recent employer. Beat would expect that at least one reference would be from an employer who has worked with the candidate within the previous three years. If this is not possible, professional references should be sought in preference to personal references.

Referees will always be asked specific questions regarding:

- The candidate's suitability to the post
- If they would re-employ the candidate
- The candidate's suitability for working with children and vulnerable adults
- If the candidate was ever the subject of any disciplinary proceedings

Beat reserves the right to request further references and to contact referees by telephone to discuss candidates.

Where the duties of the role involve working with children or vulnerable adults, any appointment will be subject to a satisfactory check with the Disclosure and Barring Service. Further details on the process and relevant roles can be found in the DBS Checks Procedure.

As part of the pre-appointment checks process, any gaps in the CV of a candidate under consideration will be explored again by the Office Manager and must be fully documented and explained. Candidates will be required to provide evidence of any stated qualifications and Beat reserves the right to contact relevant educational institutions directly to verify validity.

Contracts of Employment will not be issued until all of the above pre-appointment checks are complete.

### **Recruitment of Ex-offenders**

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Beat complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Beat will not discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Beat will discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar candidates from working with Beat. This will depend on the nature of the position and the circumstances and background of the offences. However, failing to disclose a conviction at application stage will result in an automatic disqualification from the post applied for and all future positions with Beat. Where employment has already commenced and the DBS check reveals a conviction which was not previously disclosed, employment will be terminated without notice.

For full details please refer to the Recruitment of Ex-Offenders Policy.