

## Recruitment Selection and Induction Policy and Procedure

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Title	Recruitment and Selection Policy and Procedure
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## 1. POLICY STATEMENT

As a social justice charity, we want to see a society where everybody – no matter what their background – has a positive future. Our people are important to us, and our ethos and commitment is underpinned by a resolute belief that employing staff who have experienced similar challenges in life to those clients they will work with is a key factor in facilitating positive change and impact in those lives.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and follow safer recruitment practices. We expect all staff and volunteers to share this commitment making sure that we do everything we can to prevent appointing people who may pose a risk to vulnerable groups. At the same time, we are committed to viewing the criminal history and record of convictions of all those applying for jobs, paid or unpaid, not as an obstacle but a potential asset to St Giles. We believe that such a background when harnessed with the right values, attitudes, motivation, and competencies will bring benefits and value to St Giles, our services and the people we support.

We are committed to promoting a diverse and inclusive community where people can truly be themselves. We will take every reasonable step to ensure that every individual is treated fairly and that recruitment decisions are based on role related criteria.

No staff member or potential staff member shall receive less favourable treatment or consideration during recruitment and selection on the grounds of age, disability, sex and gender reassignment, race and ethnicity, religion and belief, marriage or civil partnership status or sexual orientation.

## 2. SCOPE

This policy is applicable to the recruitment and selection of all staff engaged to provide services for the organisation, irrespective of whether such a contract is for a voluntary, temporary, or fixed term or is of a permanent duration. The policy will be made available to all members of staff and applies to both internal and external recruitment. The policy also applies to recruitment and selection of contractors for contracts for services including our Consultancy Agreements (see Consultancy Agreement policy)

## 3. PRINCIPLES

We will manage confidential information, carefully and in line with the Data Protection Policy. This applies during and after the process.

As part of our commitment to co-production and ensuring those with lived experience have a voice within the organisation we will, unless agreed otherwise, involve our Expert Panel in the recruitment of our people.

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Our overarching aim will be for all staff involved in the recruitment process, including relevant Expert Panel members, to have received Safer Recruitment training. However, we recognise this will take time and therefore we undertaken to ensure that the minimum requirement for all levels of recruitment within St Giles should be that the Recruiting Manager will have undertaken Safer Recruitment training.

We will carry out pre-appointment checks before a successful candidate can commence their employment or voluntary activity with us.

We will continue our policy of allowing successful candidates to commence employment with St Giles prior to full completion of the relevant pre-appointment checks providing the following criteria have been met:

- A risk assessment (see our Staff Risk Assessment Policy) has been completed which demonstrates a belief, based on information disclosed by the applicant and other intelligence, the successful applicant does not pose a threat to clients or staff. The Assessment must always be signed off by either the Director of Services or the Head of HR.
- All recommended mitigating actions set out by the Recruiting Manager, and/or the Director of Services/Head of HR are complied with.
- The successful candidate is always supervised especially where they will be working directly with members of the public including clients.

The recruiting manager will follow the current resource approval process before advertising a vacancy.

## **4. ENSURING FAIR AND LEGAL RECRUITMENT**

Anyone involved in recruitment, must be aware of their responsibilities under UK Legislation. We will ensure we comply with all statutory requirements. These include:

- Data Protection Act 2018, which incorporates the General Data Protection Regulation (GDPR)
- Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2013. (For further information please see the Recruitment and Vetting Checks – Criminal Records Policy)
- Asylum and Immigration Act 1996
- Children Act, Section 11 (2004)
- Equality Act 2010
- Protection of Freedoms Act 2012

We are committed to ensuring equal opportunities for all. We prohibit discrimination throughout all stages of the recruitment and compliance with this policy should be aligned with our Equality, Diversity and Inclusion Policy.

We collect personal information required under the Equality Act 2010 for Equality Monitoring about people's protected characteristics to help ensure we are recruiting a diverse workforce (Link to Equality Monitoring form). This information will not be used in the selection process and will be recorded separately from the recruitment process.

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We recognise and value the diversity of our workforce and communities. We seek to ensure that all attributes, talents, and skills available throughout the community is recognised when employment or voluntary opportunities arise. This will include wherever possible recognition of the value of adverse lived experiences which applicants can bring to our roles.

We embed health and wellbeing within our recruitment processes. We provide an environment that supports staff to maintain and enhance their health and wellbeing at work. We embed this approach at all stages, including:

- Job/Role design
- Selection
- Recruitment
- Training
- Development
- Appraisal

Disabled applicants are guaranteed an interview if they meet the minimum requirements of the role description and person specification. Such minimum requirements will be agreed at the beginning of the recruitment process.

All applicants who have been or are currently registered on our Peer Adviser programme will be actively encouraged and enabled to apply for vacancies. If they meet the minimum requirements for the role, we will support them through the selection and interview processes, by coaching, and having mock interviews with them

There is no requirement for a trans person to disclose their status. If revealed, it will be kept confidential by all those involved. If documentation reveals a previous name and thereby gender history, we will keep this confidential. We will store all information securely with the permission of the individual. The same approach applies to any qualification certificates presented before confirmation of an offer which may contain details of previous names.

During interviews, we will not ask applicants about their gender identity or gender history. If an individual chooses to mention this, we will inform them that we support trans staff members. We will assure them that the disclosure will have no bearing on the outcome of the interview. The information will remain confidential.

## 5. RECRUITMENT PLANNING

Formal authorisation to recruit to a post should be sought before commencing the recruitment process. A recruitment authorisation form must be completed before recruiting to any permanent or temporary post. The recruitment authorisation must be completed by the recruiting manager with details of the vacancy such as salary levels, working hours, location, panel information and interview dates.

Along with completion of the authorisation form, an agreed Job Description is also required which should accurately reflect the elements of the post including agreement on type of DBS certificate

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required. It is important that the recruiting manager identifies all competencies that need to be addressed during the application stage and such competencies should be clearly marked with (A) in the person specification section of the JD.

The Recruiting Manager will also need to decide on the following regarding the Selection Interviews:

- Whether they will be face-to-face or undertaken virtually
- What questions need to be asked to draw out demonstration of the necessary competencies from candidates.
- What kind of additional tests/presentation candidates may need to undertake to demonstrate those competencies not covered by questions being asked.

The recruiting manager will also need to agree with HR on the following:

- Which aspects of the person specification represent “minimum requirements” so that applicants wishing to disclose a disability will understand whether they would be guaranteed an interview if they meet such requirements.
- How the post will be advertised and what aspects of the role/service will need to be highlighted in recruitment advertising to optimise the number and quality of candidates. This will include use of agencies and the information we provide them to ensure marketing and promotion of the roles are accurate.
- Confirmation of who will be on the Selection Panel (see below) including how the Expert Panel will be involved in recruitment. Options for Expert Panel involvement may range from a member of the EP being on the main recruitment panel to a group of EP members forming an additional recruitment panel and provide a second interview for candidates.

## 6. THE APPLICATION PROCESS

Applicants are encouraged to apply via the online recruitment site iRecruit. Word and printed application forms are available to any individual who requires them.

Unless otherwise agreed with a senior manager and HR, CV’s and standard letters of introduction will not be acceptable as an application for any vacancies. CV’s will only be accepted with a supporting statement which addresses the identified competencies in the Person Specification of the Job Description. Where this is agreed, all candidates invited to interview will still be required to complete the outstanding elements of our application form to ensure transparency and consistency in our process.

## 7. ADVERTISING THE ROLE

All adverts will be based on the role and person specifications.

All advert text will include the following safeguarding statement. “As an organisation that works with children and adults at risk we are committed to safeguarding, protecting and promoting the safety of our clients and successful applicants will be DBS Checked.

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Internal vacancies will be circulated by e-mail and posted on iRecruit and for external posts we may use a variety of advertising mediums at both regional and national levels to optimise the number of applications for each role.

In line with our commitment to employing those with lived experience we will also ensure vacancies are advertised to all those undertaking our Peer Advisor Programme through our Peer Network. Potential applicants will be encouraged to seek advice and support from Peer Network staff when considering their application.

## 8. SELECTION CRITERIA

We aim to recruit the most suitable person for the role. We will base this on ability and individual merit, measured against the criteria outlined for the role. We will assess qualifications, experience and skills at the level that is relevant to the role.

We base all recruitment decision solely on role-related objective, including:

- Recruitment
- Selection
- Promotion
- Training
- Development

Selection tests will be reviewed regularly to ensure they remain relevant and free from bias, either in content or in the scoring mechanism.

We will produce an up-to-date role description and person specification for all posts. The role description describes:

- Duties
- Responsibilities
- Level of seniority
- Safeguarding

The person specification describes:

- The quality of the person required
- Experience
- Capability
- Type of qualification
- Knowledge
- Aptitudes
- Competencies
- Values
- Other relevant factors to ensure adequate performance

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It is unlawful for an employer to specify that they require a person with specific characteristics for a role. The exception is where there is a genuine occupational requirement (GOR). We must objectively justify this as a 'proportionate means of achieving a legitimate aim'. Any manager wishing to apply this exemption must first seek HR advice.

## 9. SELECTION PANEL

It is our aim that all those participating in selection panels including HR staff and relevant Expert Panel members should receive training in Safer Recruitment, Interviewing Skills, Risk Assessment, and diversity. Given the scale of this undertaking, for the purposes of this policy, it will be expected that, as a minimum, the lead Recruiting Manager should have undertaken this training.

The recruiting manager will establish a selection panel consisting of two or more people. The same selection panel, where possible, will carry out all shortlisting and interviewing.

The recruiting manager will also agree with HR on how the Expert Panel will be involved in the process. This will include:

- Establishing that at least one or more of the Expert Panel volunteers have undertaken Safer Recruitment training
- Whether Expert Panel volunteers will participate in the shortlisting process or become involved at the Interview stage.
- Whether Expert Panel volunteers form part of the main selection panel or form a distinctive and separate Panel thereby providing a secondary interview for candidates which will contribute to the final assessment and decision on who should be appointed.

## 10. DISCLOSURE OF PERSONAL RELATIONSHIPS

All applicants must disclose on the application form if they are related to any staff members. We ask applicants to state the name of the person and the relationship.

Any employee who is related to, or has a close personal relationship with the candidates, cannot be involved in the appointment process.

## 11. SHORTLISTING

All applicants go through a shortlisting process which is an initial assessment of the applicants based solely on the information contained in their application forms. The purpose is to decide which applicants meet the essential job criteria so that they may be given more in-depth consideration at the next stage of the process which is normally the interview stage.

The following will be applied during the shortlisting process:

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- HR will send the selection panel all applications, shortlisting grid, Job Description and will identify any applicants that have disclosed a disability. As an equal opportunity's employer, we are guaranteeing all candidates that disclose a disability a guaranteed interview so long as they meet the pre-agreed minimum criteria for each of the essential points.
  - The essential criteria to be applied will be set out in the person specification section in the Job Description which have been marked with (A).
  - The essential criteria must be applied always. The Selection Panel will decide whether any of the desirable criteria will also be applied.
  - The selection panel will consist of at least two or three people and the same panel will carry out the shortlisting and interviews.
  - Ideally, all the Panel should have undertaken the required training but at least one member, preferably the recruiting manager will be required to have undertaken Safer Recruitment training in order for the process to continue.
  - The shortlisting panel should then discuss their comments and scores collectively and agree who will be shortlisted for the interview date. Decisions must be fair and consistent.

## 12. INTERVIEWS

To ensure the interview questions are assessing only relevant criteria the recruiting manager will use a question sheet.

Managers will ensure that the interview questions are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the requirements of the role and skills needed.

Interview questions will be sent out to all shortlisted candidates 24 hours prior to the interview.

We will put in place any reasonable adjustments for candidates. We ask candidates to confirm if they require special arrangements at the 'invite to interview' stage, this includes a requirement for the interview questions to go out 48 hours prior to interview if additional needs are declared.

Arrangements may include, but are not limited to:

- Allowing deaf or speech impaired people to bring a signer or interpreter with them
- Alerting employees to be prepared to show visually impaired people to the place of interview
- Ensuring the interview is accessible to all candidates, or that assistance is available
- Allocating extra time for interviews or assessments
- Contacting occupational health for advice on additional requirements

In accordance with safer recruiting requirements recruiting managers must complete the candidate interview assessment form for all candidates. Candidates must explain any gaps in employment and training history. Managers should record this and return this form to HR.

Interviews will always be conducted in a professional manner.

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All paperwork relating to an interview must be scanned and returned to the HR department for electronic storage. Only those that require access for specific and authorised purposes will be able to access this information.

## 13. REFERENCES

We will ask for references after making a conditional offer. All appointments are subject to two satisfactory references. One must be the applicant's present or most recent employer, placement or from an education establishment.

If the role is based in a school, we are required to ask for references prior to interview.

In exceptional cases, either one or both references do not need to be work references. This may apply to school-leavers, or returners to work after a long career break or where this is a person's first role. Where this is the case, we will seek a character reference instead.

Under safer recruitment if a candidate has lived, studied, or worked overseas for a period of more than three months in the previous five years, they must provide a statement of good conduct. This is sometimes referred to as a certificate of good repute. It must relate to the time they resided in that country. We will check and follow the government guidance where this applies:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

The exception is if they are serving, or living with someone who is serving, in the armed forces during that time. We would only expect an applicant to apply for this after we make an offer of employment. Internal candidates will be expected to provide one reference from their current line manager.

## 14. OUTCOMES AFTER INTERVIEW

### **Unsuccessful – the candidate is not suitable for the position**

We will inform unsuccessful candidates of the outcome of their interview, as soon as possible. Responsibility for notifying the unsuccessful candidates will be agreed between HR and the recruiting manager but wherever possible the recruiting manager should offer to provide feedback to candidates if requested. The recruiting manager will, where possible, provide some information about where the candidate did not meet the required criteria.

All unsuccessful candidates who have been or are currently registered on our Peer Advisor programme will be given personal feedback by the Recruiting Manager and where the candidate agrees, a brief report provided to the local Peer Network staff to assist in ongoing professional and personal development planning for the candidate.

## 15. CONDITIONAL OFFER AND ONBOARDING

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Where a candidate is successful, they will be notified by the recruiting manager with a verbal conditional offer. The recruiting manager will then complete a “Suitable Candidate Offer Form” (SCOF) and forward to the HR team.

The HR team will then initiate the onboarding process by completing the following:

- Create a MYHR account for the successful candidate using the information provided on the SCOF
- Send the successful applicant a conditional offer letter along with a welcome email to outline the on-boarding process. The line manager of the individual will be copied into the email.

The HR team will then focus on completing all necessary pre-employment checks including:

- Identity checks
- Qualifications and certificates
- Asylum and immigration (right to work) checks
- (enhanced) DBS or criminal record checks
- References
- Professional registration checks

The DBS and criminal records checks will be carried out in accordance with our Criminal Records and Self-Declaration Policy. Where a role requires an enhance or adult/children barred list DBS level of vetting the candidate will be referred to ST Giles Recruitment Risk Panel(RRP) for a detailed Risk Assessment in line with our Staff Risk Assessment Policy. See also section 17 Safer Recruitment below.

We may withdraw a conditional offer of employment or appointment to a voluntary role where any of the above checks are not satisfactory. We deem what is satisfactory. If candidates fail to complete their pre-appointment checks, we may withdraw the offer.

## 16. RIGHT TO WORK IN THE UK

We carry out a right to work in the UK check, as part of the interview process, before any applicant is permitted to start work. HR will usually request the recruiting manager to physically see the applicant’s original documents with the applicant present, and check that:

- the documents are genuine, original, and unchanged. The documents belong to the person who has provided them
- The dates for the applicants right to work in the UK have not expired
- Photos are the same across all documents and look like the applicant
- Dates of birth are the same across all documents
- The applicant has permission to do the type of work we are offering. This includes any limit on the number of hours they can work
- Students must provide evidence of their study and vacation times
- If two documents give different names, the applicant has supporting documents showing why they are different. This can be a marriage certificate or divorce decree.

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We may withdraw a conditional offer of employment or appointment to a voluntary role where any of the above checks are not satisfactory. We deem what is satisfactory. If candidates fail to complete their pre-appointment checks, we may withdraw the offer.

## 17. SAFER RECRUITMENT

All shortlisted candidates are required to complete the Criminal Conviction Disclosure Form (CCDF) and present it to the recruiting manager before their interview. It should be sealed in an envelope which will only be opened by HR once received. If interviews are being held virtually, candidates will email the form directly to HR.

Once interviews are completed and HR have been notified, the successful candidate's CCDF will be shared with the recruiting manager and where appropriate the Recruitment Risk Panel. The Criminal Conviction Declaration self disclosure form will then be used to inform Risk Assessments which will help to determine whether the candidate will be authorised to commence employment with St Giles.

It is important to note the written conditional offer of employment to the successful candidate will remain conditional pending successful completion of all checks including vetting with the DBS. Candidates can be approved to start by the Director of Service and/or HR before the DBS checks are completed but only where a satisfactory risk assessment has been completed in line with the Staff Risk Assessment Policy.

A candidate may refuse:

- an application to the DBS
- or allow us to see a DBS certificate

If they do so, we will treat them as not having completed the DBS checks satisfactorily. No candidate can start in their role with us until they satisfy all our specified conditions.

St Giles believe strongly that criminal convictions should not be a bar to employment. Our philosophy and principles as a charity are based on a belief, supported by evidence, that those staff who have experienced adverse lived experiences including criminal activity can have positive impact on the clients we work with. We believe therefore that employing staff who have criminal convictions and cultural competence support our objective in safeguarding children and vulnerable adults.

We recognise that safer recruitment requires a robust, systematic, but sensitive approach. All those involved in the process of recruitment and selection to posts should strictly adhere to this policy and the associated policies ([links here](#)).

Safer recruitment is just one part of our approach to safeguarding children and vulnerable adults. In addition to safer recruitment, we ensure the safeguarding of children and vulnerable adults by implementing:

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- safe working practices
  - effective training in understanding safeguarding including contextual/transitional safeguarding and recognising signs of abuse/exploitation.
  - effective procedures and interventions for responding to concerns from staff and other external agencies.

## **17.1 Risk Assessment Interview**

The risk assessment interview should only be completed if a candidate is successful at the selection interview stage and follows the risk assessment process. Please refer to the Staff Risk Assessment Policy for guidance on undertaking risk assessments following a conditional offer.

## **18. COMPLIANCE WITH DATA PROTECTION**

We process personal data collected during the recruitment process as per our data protection policy. This covers processing special categories of personal data and criminal records data.

We hold data collected as part of the recruitment process securely. It is only accessed by, and disclosed to, individuals involved in managing the recruitment exercise.

Inappropriate access or disclosure of job applicant data constitutes a data breach. It should be reported immediately as per our data protection policy.

### **18.1. A Face to Face/Virtual Interview**

This initial interview will focus on the needs of the role and the skills needed for the role based on the role description and the person specification.

This interview should cover the skills and competencies required for the role and safeguarding and suitability questions.

A Zoom guide on how to conduct virtual interviews is sent to the interview panel as part of the interview process. However Managers can also request for their interviews to be conducted on Teams and there's no guides for this as it is an in house system

The structure of the interview can be viewed in three parts as outlined in **Appendix 1 and 2**.

### **18.2. Related Policies and Procedures**

This policy is to be read in conjunction with the organisation's

- Equality, Diversity and Inclusion policy
- Staff Risk Assessment policy.

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No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and the two related policies. Nor should decisions be made without the involvement of the Human Resources (HR) department.

## 19. APPEALS PROCEDURE

Where existing members of staff apply for internal vacancies and wish to express concern about any aspect of how our recruitment policies have been carried out, should use the organisation's Grievance Policy & Procedure. Volunteers may use the St Giles Complaints policy.

### APPENDIX 1

#### **Safer Recruitment Checklist**

##### **Planning**

It is important to our charity that our recruitment practices are fair, effective, robust and focus on the need to safeguard people we employ, volunteer with us and those who we support through our vital services which include children, young people, vulnerable adults, and their families.

We work hard to ensure that the whole recruitment experience is accessible, attractive, and supportive to all potential candidates.

Potential recruits should feel valued throughout the whole recruitment process, not just at the interview. Developing a plan for your recruitment that considers the complete process from start to end can help us in achieving this.

##### **Why Plan?**

In relation to safeguarding children, young people and vulnerable adults who use our services taking a planned and structured approach to recruitment will help us to:

1. Minimise the risk of appointing someone unsuitable
2. Help us to ensure those recruiting have followed all relevant steps in the process
3. Ensure that there are records of the process for future reference
4. Enables us to select the right person for the right role in a fair and consistent way

Planning is the first step towards safer recruitment practice and is part of our commitment to safeguarding.

##### **What to consider when recruiting**

1. What processes and procedures to follow
2. How long will the recruitment process take, allowing enough time for each stage

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3. Choosing the right selection method to decide who to appoint
  4. Involve the right people; the same people should be used for shortlisting and interviewing; at least one member of the panel should have received training in safer recruitment.

### **Recruitment Planning Checklist**

This checklist provides a series of questions that you may find useful in the preparation of your recruitment process. As not all questions may be relevant for all roles it is a useful tool to implement at the start of each new recruitment.

#### **1. Getting Started**

1.1 Is there a current vacancy or is this a new post?

Details:

1.2 What type of post is this vacancy?

e.g. employed position, volunteer position, placement...

1.3 If the role is for an employed position do you have a current and updated Job Description which includes a Person Specification? Do they need to be reviewed?

If the role is for a volunteer position do you have a current Role Profile which includes a Person Specification? Do they need to be reviewed?

Yes/No

1.4 Is this role going to be placed in a particular setting?

e.g. school; hospital; prison; community...

1.5 If the role is based in a particular setting are you aware of the safer recruitment policy and requirements of the partner/agency involved?

Details:

#### **2. Defining the Role**

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2.1 Has the role been reviewed to identify if it requires a criminal record check and what type of check it is eligible for?

Type of Check:

2.2 Does the role have any specific safeguarding duties?

Details:

### 3. Establish a Selection Panel

3.1 Who is available to form the selection panel (this must be at least two people)

Details:

3.2 Who will be the named contact if a candidate would like an informal discussion about the role?

Details:

### 4. Advertising

4.1 Do you have an advert template and does it include our charity safeguarding statement and commitment to equality, diversity and inclusion?

Details:

4.2 Have you considered the best options for placing your advert? Will this be advertised internally and externally?

Details:

4.3 What information will you send to the candidate?

e.g. details about the role, the Self-Declaration form and guidance  
Signpost to the DBS Code of Conduct and Criminal Records Check Policy

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## 5. Short Listing and Selecting

5.1 Are you familiar and have you got ready the short-listing templates?

Details:

5.2 Do you have a selection panel who will be completing the short-listing process and checking applications for any discrepancies areas that may need checking further?

Details:

## 6. Interviewing

6.1 What selection methods will you use in this process?

Details:

6.2 Have you agreed the interview panel and checked the set of interview questions that you will use?

Details:

6.3 How will the interview be conducted?

Details:

e.g. Virtual/Face to face

6.4 Does the selection process include questions in relation to safeguarding and assessing a person's suitability in relation to children, young people and vulnerable adults?

Details:

## 7. Identity and document checks

7.1 Who will be responsible for checking the candidate's identity documents?

Details:

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7.2 Who will be responsible for collecting and storing the recruitment documentation for the candidate?

Details:

## 8. Appointing

8.1 Who will provide feedback to the candidates?

Details:

8.2 Who will be responsible for making the conditional offer to the successful candidate?

Details:

## 9. Pre-appointment checks

9.1 Has the identity check been completed and verified?

Details:

9.2 Who will complete the Right to Work Check?

Details:

9.3 Has the candidate provided referee details? Have these been received by HR?

Details:

This includes any references from other sources such as a probation officer etc...

9.4 Who will check the application form, references, interview information and self-declaration form and other relevant information?

Details:

9.5 If the role requires a criminal record check has this been received including overseas checks if relevant?

Details:

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9.6 Does the candidate require a meeting to go through the risk assessment process?

<p>Details:</p> <p><b>If the candidate requires a risk assessment this must involve meeting with them to allow them to share personal information in a fair and sensitive manner once they have been successfully appointed</b></p>
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## APPENDIX 2

### Safer Recruitment Check Sheet

#### 1. Getting Started

	Activity	Completed	Action Required	Required by
1.1	Current vacancy/New post?			
1.2	Type of post			
1.3	I have a current Job/Role Profile			
1.4	Role setting			
1.5	Partner/agency policy			

#### 2. Defining the role

	Activity	Completed	Action Required	Required by
2.1	Type of Criminal Record Check			
2.2	Safeguarding Duties			

#### 3. Establish a selection panel

	Activity	Completed	Action Required	Required by
3.1	The selection panel			
3.2	Named contact			

#### 4. Advertising

	Activity	Completed	Action Required	Required by
4.1	Advert Template			
4.2	Advert Placed			
4.3	Information for Candidate			

#### 5. Short listing and Selection

	Activity	Completed	Action Required	Required by
5.1	Short Listing Template			

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5.2	Short Listing Panel			
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## 6. Selection and Interview Process

	Activity	Completed	Action Required	Required by
6.1	Selection tools			
6.2	Interview Panel & questions			
6.3	Interview format			
6.4	Safeguarding & Suitability			

## 7. Identity and document checks

	Activity	Completed	Action Required	Required by
7.1	Checking Identity			
7.2	Documents			

## 8. Appointing

	Activity	Completed	Action Required	Required by
8.1	Feedback to candidate			
8.2	Conditional Offer			

## 9. Pre- appointment checks

	Activity	Completed	Action Required	Required by
9.1	Identity Check			
9.2	Right to work Check			
9.3	References			
9.4	Verification Checks			
9.5	Risk Assessment			

I confirm I have completed the Safer Recruitment Checks:

Name:

Date:

Signed off by:

## 20. DOCUMENT CONTROL

This policy needs to be formally reviewed on a regular basis.

The current version of this Policy, together with its previous versions, shall be recorded below.

Version	Description	
1.0	Date Live:	August 2008
	Version Notes:	Policy Created
	Reviewed by:	Victoria Bryan
	Approved by:	Malcolm Walker
1.1	Date Live:	August 2012
	Version Notes:	Reviewed to reflect internal practices
	Reviewed by:	Victoria Bryan
	Approved by:	Malcolm Walker
1.2	Date Live:	August 2016
	Version Notes:	Updated to reflect iRecruit
	Reviewed by:	Victoria Bryan
	Approved by:	Malcolm Walker
1.3	Date Live:	August 2019
	Version Notes:	Updated to be in line with day-to-day practice Next Review August 2020
	Reviewed by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker
1.4	Date Live:	October 2021-reviewed in Line with Safer Recruitment Practices
	Version Notes:	Regularly
	Reviewed by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker
1.5	Date Live:	January 2022
	Version Notes:	Reviewed in line with the Recruitment Risk Panel
	Reviewed by:	Stellamaris Mohammed and Andy Cross
	Approved by:	Malcolm Walker
1.6	Date Live:	March 2023
	Version Notes:	No updates
	Reviewed by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker
1.7	Date Live:	May 2023
	Version Notes:	Reviewed to include interview questions given in advance
	Reviewed by:	Maria Fernandez
	Approved by:	Malcolm Walker