



## Recruitment Policy

### At a glance

This policy sets a framework for the principles of greater transparency of our safer recruitment process for employees, trustees and volunteers. We are committed to carrying out all recruitment in a fair and objective manner, in accordance with the Charity's Equality, Inclusion and Diversity Policy and in compliance with safeguarding children. Harry's Rainbow will recruit staff, volunteers and trustees that have the necessary skills, expertise and qualifications that will contribute to driving the organisations work, aims, vision and values.

### Who this policy applies to

This policy applies to all members of staff who work under a contract of employment with Harry's Rainbow, volunteers and to members of the Board.

### Policy status

This policy is owned by the Board of Trustees. It is non-contractual and may be updated or changed by the Board at any time. Colleagues are reminded that it is their responsibility to keep up to date with policy changes.

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## 1.0 Scope of Policy

This policy covers all vacancies whether advertised internally or externally including permanent, temporary, volunteer, apprenticeship or trustee recruitment.

## 2.0 Why Do We Need a Policy

- To ensure that the charity complies with current employment legislation
- To ensure fair and consistent process in the selection of employees, trustees and volunteers
- To attract and recruit the best candidate for a role
- To retain and motivate employees in the workplace and to enhance our reputation as a Workplace of Choice.
- To ensure the safety and protection of the children, young people and young adults we support.

A planned recruitment process is essential to:

- minimise the risk of appointing someone unsuitable
- ensure we select the right person for the role
- make sure the process is fair
- make sure there are records of the process for future reference.

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### 3.0 Working within the Law / Associated Harry's Rainbow Policies

- The Equality Act 2010
- The DPA 2018 & UK GDPR
- Human Rights Act 1998
- Asylum and Immigration Act 2006 & Amendments in 2008/9
- Harry's Rainbow Equality, Inclusion and Diversity Policy
- Harry's Rainbow Data Protection Policy
- Safeguarding and Child Protection policies.

### 4.0 Management Responsibilities

- Ensuring trustees, managers and employees alike understand the policy and their role within it.
- Inform individuals of their responsibilities under this policy
- Completion of appropriate recruitment documentation in line with the recruitment process including Conflict of Interest Declaration where appropriate.
- Monitor the policy and work to eradicate any discriminatory practices that may be identified.
- Ensure all vacancies are advertised internally
- Review and update the policy in line with changes to UK and EU Employment Law
- Support recruiting managers and provide guidance through recruitment and selection, succession planning and talent management process
- Identify the most effective and efficient way to fill the vacancy and where recruitment is required, recommend using an effective and efficient assessment process
- Manage review and update all recruitment documentation as and when required
- Uphold and ensure the security of information in accordance with Data Protection legislation
- Ensure the policy is applied in a fair and consistent manner.
- Manage the selection process for the vacancy and ensure a final review meeting is held to review applicant scores. This may be communicated via email if a face-to-face meeting is not possible.

### 5.0 Conflict of Interest

The charity welcomes applications from friends and families of existing employees, volunteers or trustees; however, situations may occur whereby a member of management or a trustee are requested to support in a recruitment activity in which their friend or family member is an applicant. Whilst we do not discourage family members / friends from applying for vacancies, they must apply in line with all other applicants and must meet the specified criteria for the position. In such situations whereby a

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member of management or a trustee find themselves involved in a recruitment process where a family member /close friend is an applicant, the following steps must be adhered to:

Any member of management or a Trustee must declare immediately if they become aware of or have a relationship with any of the applicants whether it is a family member, close friend or previous colleague. (Appendix 1 should be completed as a record of withdrawal from the process). Failure to comply with any of the above will be viewed as contravening the Recruitment policy and a potential conflict of interest which may result in disciplinary action taken up to and including dismissal for employees and a request to step down for a Trustee. The charity will endeavor to attract candidates from all sections of society and to ensure equal opportunity throughout the recruitment and selection process. This will include:

- Checking job profiles are relevant and non-discriminatory
- Communicating our policy to recruitment and employment agencies as and when used.
- Short listing only those candidates whose skills and qualifications most closely match the job profile.
- Asking relevant fair and consistent questions during the assessment process
- Keeping records of the recruitment and selection process.
- Reviewing recruitment and selection activities ensuring equal opportunities throughout the process and if necessary, taking steps to eradicate discriminatory practices.

### 6.0 Equal Opportunity

Questions regarding personal circumstances will be avoided unless wholly relevant to the job and only asked of all candidates. Questions regarding medical history will be avoided prior to an offer of employment unless the questions are to establish:

- Whether the candidate will be able to comply with the requirement to undergo an assessment or to make reasonable adjustments to the recruitment process
- Whether the candidate will be able to carry out a function that is intrinsic to the work to be carried out.

Please refer to Harry's Rainbow Equality, Inclusion and Diversity policy for further information.

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## 7.0 Policy & Procedures

Each role is defined for specific need and the person specification outlines the safeguarding needs, 'Harry's Rainbow' are committed to the safeguarding and protection of the children, young people and young adults we work with. All roles are subject to 2 satisfactory references, a DBS and identity check, induction and mandatory training. This is explicit in every advert for every role.

Gaps in employment history will be queried during the interview process.

### 7.1 Authorisation

When any employee recruitment need is identified, managers must inform the CEO. Trustee recruitment should be agreed by the board. No authorisation is needed for Volunteer recruitment.

A requisition form must be completed prior to the commencement of any recruitment activity taking place. For employees this must be authorised by the CEO. For Trustees this must be authorised by the board.

Employees must inform their current line manager if they want to apply for internal vacancies.

A line manager cannot stop an employee applying however if the employee is in a business-critical position and cannot be released at that point in time the line manager will need to highlight this to the CEO.

### 7.2 Advertising

Vacancies are equally accessible for agency workers, employees, volunteers, contractors, trustees and associated workers.

Harry's Rainbow is committed to developing employees and helping them to reach their full potential.

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All vacancy advertisements will have a closing date by which application should be submitted. Only in exceptional circumstances and in agreement with the CEO / Line Manager handling the response will a late application be allowed.

The charity will endeavour to advertise all vacancies up to and including trustee appointments.

Adverts explicitly state that Harry's Rainbow are committed to safer recruitment processes and checks and safeguarding and child protection policies and procedures.

### 7.3 Selection of Candidates

#### Employee Recruitment

Recruitment processes are rigorous in safer recruitment procedures ensuring that all staff, volunteers and trustees are able to work safely with children, young people and young adults. Harry's Rainbow are committed to safer recruitment.

Interviews and any assessments are designed to assess for competencies, skills and suitability to work with children, young people and young adults as required for the job and will provide a common and consistent approach for all applicants.

Managers are supported to shortlist and assess candidates based on the skills and knowledge required for the position. There is no standard selection process as it's tailored to the specific job requirements and circumstances. Information on selection methods can be found by contacting the HR Trustee.

The selection process may include various stages to ensure all stakeholders are involved and to ensure full assessment of the candidate's skills knowledge and attitude.

The recruiting manager is responsible for reviewing job descriptions and person specifications each time there is a vacancy to ensure they accurately reflect the requirement of the post and outlines reporting relationships.

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Notes will be taken of candidate's responses to assist the interviewers / assessors when scoring the candidates abilities. All notes will be retained confidentially by the CEO in line with the HR Data Retention Schedule – part of the HR GDPR guidelines

Every vacancy will stipulate the application method for the role and where to send the application to. Vacancies could stipulate use of an application form. Some vacancies may also request additional supporting information i.e. CV

Only applications provided by the stated method will be accepted to provide a level platform for all applicants.

### Trustee Recruitment

The selection process may include various stages to ensure all stakeholders are involved and to ensure full assessment of the candidate's skills knowledge and attitude. The board will be responsible for reviewing job descriptions and person specifications each time there is a vacancy to ensure they accurately reflect the requirement of the post and outlines reporting relationships.

A minimum of two trustees will be present throughout the selection process to ensure fairness and consistency.

Notes will be taken of candidate's responses to assist the board when scoring the candidates answers to questions. All notes will be retained confidentially by the trustee board in line with the Harry's Rainbow Data Retention Schedule – part of the Harry's Rainbow GDPR guidelines.

Every vacancy will stipulate the application method for the role and where to send the application to. Vacancies could stipulate use of an application form. Some vacancies may also request additional supporting information i.e. CV.

### Volunteer Recruitment

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Managers are supported to shortlist and assess candidates based on the skills, knowledge and suitability to work with children, young people and/or young adults as required for the position. There are many volunteering roles associated with the running of Harry's Rainbow. There is no standard selection process as it's tailored to the specific job requirements and circumstances. Harry's Rainbow are committed to safer recruitment processes. Recruitment for these roles will be conducted by the FLO, CEO or EFM. Applications for volunteering roles will usually be in writing, followed by an arranged meeting with either the FLO, EFM or CEO. You can find specific job roles and specifications separately to this policy. Where there is not a specific job role, an agreement can be written up for clarity. All roles are subject to 2 satisfactory references, a DBS and identity check, induction and mandatory training.

### 7.4 Confirmation of Job Offer

#### Employee

Once a suitable candidate has been identified and authorisation given an offer can be made to the candidate. For external candidates all offers of employment will be subject to the successful completion of a DBS check and suitable references received. These requirements will be processed by the CEO. For internal candidates a revised statement of terms of employment / a letter will be issued

#### Trustee

Once a suitable trustee has been identified the board will ensure that all necessary paperwork is sent to the new trustee. All offers of trusteeship will be subject to the successful completion of a DBS check and references. The DBS requirement will be processed by the CEO and reference requests will be completed by the board of trustees.

#### Volunteer

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We will request references and carry out DBS checks. One reference should be a business reference where possible and the second referee should be someone that has known the volunteer for more than two years and is not related to them. If the referees do not reply a second request will be made. If the referee doesn't respond the charity reserves the right to either ask for another referee or reject the application.

ALL ROLES ARE SUBJECT TO A SATISFACTORY DBS AND TWO REFERENCES.

### 7.5 Qualifications

#### Employee Recruitment

Following a successful appointment, the charity may request copies of specific qualifications (if required for the role). The offer is conditional upon receipt of these copies and therefore employment will not be confirmed until they are received. If a successful candidate is unable to provide copies of the relevant qualification the conditional offer may be withdrawn.

#### Trustee Recruitment

Following a successful trustee appointment, the charity may request copies of specific qualifications (if required for the role) (i.e. an accounting qualification for a Treasurer position). The offer is conditional upon receipt of these copies and therefore trusteeship will not be confirmed until they are received. If a successful candidate is unable to provide copies of the relevant qualification the conditional offer may be withdrawn.

#### Volunteer Recruitment

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Following successful recruitment, the charity may request copies of specific qualifications, as required for the volunteering role, such as driver's checks. All volunteers will be required to sign and adhere to the charity's Confidentiality Statement, attend an induction evening and undertake any relevant training by due dates given.

### 7.6 Feedback

Regardless of the outcome of an interview or assessment a candidate is entitled to be given feedback on their performance from the assessment process to assist with their personal development; the recruiting manager is responsible for providing this feedback if requested by the candidate.

### 8.0 Data Protection

The Charity will ensure so far as is reasonably practicable that any person or persons who have access to an employees, trustee or volunteers personal and sensitive personal data, held in the charity's records, will respect its confidentiality and will only process it in accordance with instructions issued for the purposes specified by the charity and that this data will be deemed as appropriate for the purpose it is intended.

All records retained for recruitment purposes will be secure and access will only be granted to the appropriate personnel.

Further details are available on Harry's Rainbow Data Protection Policy in line with GDPR 2018

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