



RECRUITMENT POLICY

Equal Opportunities Statement

Triangle Adventure Playground Association is committed to equality of opportunity and is opposed to direct or indirect discrimination.

We will work to provide our services, employ staff, welcome members and recruit trustees, regardless of their sex, age, race, colour, being disabled or non-disabled, their health status including mental health, ethnic or national origin, marital status, sexual orientation and regardless of their religious, cultural and political beliefs or practises which are consistent with this statement.

Procedure for Recruitment of Staff

1. In all but exceptional circumstances, staff will be employed via public advertisement and competitive interview. Appropriate publications will be chosen for each advertisement and local and ethnic minority press will be used as well as national newspapers, whenever possible.
2. The recruitment panel, except in exceptional circumstances, will be the same at shortlisting and interview and shall include at least one member of the Management Committee (or co-optee) when possible, and the member of staff who will have line management responsibility for the new position.
3. Recruitment will be based on specific criteria drawn only from the job description for the position advertised.
4. This criteria will be fully described in the form of a person specification issued to each prospective candidate along with an application form, the job description and information about the organisation and its aims and objectives.
5. Candidates will be issued with notes of guidance as to completing the form.
6. Applicants will also be issued with an Equal Opportunities monitoring form. This will be detached from the application form before short listing and filed separately for reference under monitoring procedures. None of the information contained in this form shall be available to the recruitment panel, nor shall any of the questions therein be asked in any form at any stage of the process.
7. Assessment of each candidate's suitability for the position will be first by viewing their completed application form. At this stage all applicants who meet all the criteria described as "essential", will be invited to interview.
8. The venue for the interview shall be easily accessible by public transport, with full physical access features and facilities.
9. Candidates will be sent a clear map and directions.
10. In requesting candidates to attend an interview, they will be asked to identify any particular requirements to facilitate their attendance and should a candidate indicate (eg BSL or other interpreter) the organisation will organise such a facility.
11. At the interview all candidates will be treated equally, welcomed and introduced in the same fashion and asked the same questions.
12. The questions will be predetermined by the panel, based on the person specification, and this will be made clear to all candidates. In cases where a practical exercise or presentation is required, all candidates will be allowed the same time and subjected to the same conditions.
13. All candidates will be invited to add comments to those given in answer to the panel's questions and they will also, at the conclusion, be invited to ask questions. No inference will be placed on such questions and they will not be considered in the panel's assessment.

14. The assessment of candidates will be based only on their answers to the panel's questions and, where relevant, their completion of the practical exercise or presentation. All members of the panel shall use the same scoring system which will be agreed in advance.
15. The position will be offered - first verbally and then in writing - to the candidate who both meets all the essential criteria and who achieves the best aggregate score.
16. Where the scoring is close between two or more candidates the panel shall discuss the relative merits of each candidate strictly according to the person specification, until agreement is reached. Where no agreement can be reached the panel may decide to instate a third stage of recruitment, which may be a second interview or further practical test. In such a case the criteria for selection shall not change, only the means for assessing candidates against them.

Information for Applicants who are Disabled

1. Triangle Adventure Playground Association welcomes and encourages applications from disabled people.
2. Our Equal Opportunities Recruitment Policy and Procedure disallows the recruitment panel from having prior knowledge of a candidate's disability or from the disability being considered as a factor in assessing the application. Candidates shall be assessed on the person specification alone.
3. All applicants are invited to identify particular requirements to facilitate attendance at interview and the organisation will make every effort to accommodate such needs where they are identified. Disabilities identified through this procedure will not be considered in the assessment of candidates.
4. Similarly, when the successful candidate is offered a position, particular needs regarding, for example, physical access or communication, will be considered independently of the offer and every reasonable adjustment will be made to meet such needs within the probationary period and then for the duration of the employment contract.

Safe Recruiting (Sessional Staff)

When employing staff or volunteers to work with children, we need to adopt a consistent and thorough process of safer recruitment in order to ensure that people who are unsuitable to work with children and young people are prevented from doing so.

Reviewed March 2024 March 2022 Reviewed 2019 Adopted 2008

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These principles of safer recruitment should be included in the terms of any contract drawn up between the Triangle Adventure Playground Association and contractors or agencies that provide services for children and young people for whom the organisation is responsible.

Procedure

1. Vacancy is 'Advertised'
2. Candidate expresses interest
3. Senior Playworker talks to the candidate to see if they show suitability and describes the process of application. Senior Playworker makes sure candidate knows:
 - a. That the job is very physical and requires them to be outdoors and active all the time.
 - b. The importance of giving as many referees (preferably email addresses) as possible who will respond to our request. One must be their most recent employer. Referees will be approached as soon as the application form is received unless the candidate requests otherwise. We cannot proceed without two references.
 - c. The importance of the DBS, especially the fact that any incidents recorded on their DBS will cause a delay in the recruitment process.
4. If the Senior Playworker believes the person to have some suitability then they are asked to complete an application form (new one attached) and supplementary forms A & B (if necessary). The application form has space for four referees in the hope that we will get two.
5. The Completed Application form plus supplementary form A together with a copy of their DBS (if they have one) and/or supplementary form B is sent to both the Treasurer and the Senior Playworker .
6. If the DBS is clear or the candidate does not have a DBS but expects it to be clear then:
 - a. Treasurer emails all referees to ask for references.
7. If the DBS has incidents recorded or the candidate expects the DBS to have incidents recorded then a risk assessment is carried out by two members of the Management Committee.
8. If the risk is considered manageable the assessment is sent to Lambeth CYPS.
9. When confirmation is received from the Council that recruitment is acceptable then:
 - a. Treasurer emails all referees to ask for references.
10. If the risk is considered unmanageable or the CYPS does not confirm that recruitment is acceptable then a letter of rejection is sent by the chair or a representative from the management committee.
11. Once the Treasurer has received two satisfactory references the Senior Playworker plus Deputy Senior Playworker or a member of the Management Committee interviews the candidate and completes the interviewing form and sends a copy to the Treasurer.
12. If the interview panel agree candidate should be given a trial, the candidate is offered a trial but before working on the playground the candidate must provide:
 - a. evidence of right to work – copies of evidence must be taken and signed and dated by the Senior Playworker or a member of the Management Committee to the effect that the originals have been seen.
 - b. Completed P45 or HMRC new worker form
 - c. Signed copy of terms and conditions
 - d. Signed copy of health and safety and safeguarding policies to show that they have read and understood them.
 - e. Copies of any certificates
13. Trial consists of at least 5 sessions, during which the member of staff is closely monitored. Candidate will be paid the National Minimum Wage during the trial period
14. If the trial is successful then DBS is applied for those who need it.
15. Candidate is then added to the register of approved sessional workers.
16. If the trial is unsuccessful then a letter of rejection is sent by the Chair or a member of the Management Committee.

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