

Safer Recruitment Selection Policy

Purpose

The recruitment and selection process is of chief importance in order to recruit staff with the necessary skills and attributes to enable the PM to fulfill its aims and objectives. The safer recruitment and selection policy and Procedures aim to provide clear guidance in relation to both the selection and appointment of staff. This policy promotes and supports good practice.

This policy has been developed to embed safer recruitment practices and procedures and to support the creation of a safer culture by reinforcing the safeguarding and well-being of vulnerable adults and young people in our care. This policy reinforces the expected conduct outlined in the Code of Conduct for staff as well as the Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents

This policy is an essential element in creating and maintaining a safe and supportive environment for all, staff and others within PM and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with young people and vulnerable adults

PMI aims to recruit staff with the appropriate skills, both technical and personal, in order to meet the PMI's current and future needs. To ensure that staff appointed to posts involving teaching responsibilities are qualified to carry out such duties or are working towards an appropriate qualification. Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the PMI's Equality and Diversity policies and practices.

PMI aims to ensure that no job applicant or worker receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, age, gender, marital status, sexual orientation or disability. Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All workers will be given equal opportunity and access to training to enable them to progress both within and outside the organisation. This organisation is committed to a programme of action to make this policy effective and will bring it to the attention of all workers.

As an employer we are under a duty to refer to the Disclosure and Barring Service(DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a vulnerable adult or young person and we may refer any concerns we have before the completion of this process

Organisational Policies and Procedures

All staff and trustees should act in accordance with the agreed organisation's policies

Inviting Applications

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

Petit Miracles is committed to safeguarding vulnerable adults and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”.

All applicants will receive a pack containing the following when applying for a post:

- **Safeguarding Policy**
- **Job description and person specification**
- **Safer Recruitment Policy**
- **Whistleblowing Policy**
- **Copy of the Code of Conduct**

Candidates are asked to bring their CV and covering letter, as well, to bring proof of eligibility to live and work in the UK

Shortlisting

Candidates will only be shortlisted for an interview if they meet all the essential criteria defined in the person specification. If the number of candidates meeting the essential criteria is excessive, further selection must be undertaken utilising the desirable criteria to achieve a workable shortlist.

Two references, one of which must be from the applicant’s current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of the interview.

Referees will be asked specific questions about the following:

- The candidate’s suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people

Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

Candidate’s equality and diversity monitoring forms are separated from the application forms prior to the shortlisting process. Shortlisting must be undertaken by at least one CEO who will also go on to be involved in the interviewing process.

Interviewing

The interview must be conducted by the CEO. All interviews for any post must be conducted by the same CEO. All candidates will be asked a standard format of questions, which will have been decided by the CEO prior to the interviews, each question will be allocated a point value and candidates will be graded accordingly. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

Conduct of the Interview

When conducting interviews the CEO must make notes of questions asked and answers given. This will provide feedback and evidence of why the candidates have been selected or rejected. Just as with shortlisting, these notes should be relevant to, and necessary for the process itself. These notes will be monitored and checked against the Equality and Diversity policy.

The CEO must determine, prior to the interview, the questions and areas of discussion which will be put to each candidate. Care must be taken to avoid questions which are discriminatory.

As well as leading the process, the following are the administrative responsibilities of the CEO:

- advise candidates what happens next
- advise candidates that all employment is offered subject to satisfactory references which meet PM requirements and appropriate medical and other checks including CRB checks appropriate to the role
- check whether candidates require a work permit and seek evidence of eligibility to work in the UK. This should be asked of every candidate.

To avoid potential discrimination, all applicants should be asked to provide evidence of eligibility to work in the UK; not just applicants who may look or sound 'foreign' or who appear to have a 'foreign' name.

Candidates will be asked to bring suitable evidence with them when invited to interview. This will usually be in the form of a passport or a 'documented National Insurance Number together with a full birth certificate.

Where qualifications are required as essential criteria, copies of certificates are to be provided. If an appropriate teaching qualification is not held, they will be expected to undertake and pass a certified qualifying programme of initial teacher development in then 3 months of employment as part of and a condition of their probation.

Misrepresentation of the nature of the job in question must be avoided. It is good practice only to give an accurate representation of the successful candidate's career prospects within PMI, in order not to give rise to expectations, which may never be fulfilled.

It is important that interviews are conducted in a courteous and professional manner, since a badly managed and conducted interview could lead to legal action against the potential employer or the individual(s) involved in the interview. It is important that candidates leave with a positive impression of PMI.

References

The taking up of references is the responsibility of the Director. Employment references should be obtained from at least the last or current employer, either in writing or by initial contact via the telephone, to be confirmed in writing. The questions and information gleaned from the reference must be relevant to the aspects of the post in question e.g. where cash handling is involved in a post, then the honesty of the prospective employee must be discussed. Records of telephone references will be stored with the applicants personnel file.

Complete Employment Checks

An offer of appointment will be conditional and all successful candidates will be required to:

- **Obtain references**

Provide proof of identity

- **Complete an enhanced DBS application and receive satisfactory clearance**
- **Provide proof of professional status**
- **Provide actual certificates of qualifications**
- **Complete a confidential health questionnaire**
- **Provide proof of eligibility to live and work in the UK**
- **Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not**

All checks will be:

- **Confirmed in writing**
- **Documented and retained on the personnel file**
- **Followed up if they are unsatisfactory or if there are any discrepancies in the information received.**

Appointment

The choice of candidate will be determined by the grading system garnered from the interview. The CEO will take account of any other information that will have been generated as part of the selection process. In the case of a tied vote, the trustees decision will carry.

A formal offer of appointment is to be made / confirmed in writing and will be conditional upon receipt of references which satisfy PMI requirements, medical assessment, satisfactory evidence of eligibility to work in the UK and other appropriate checks, such as Criminal Records Bureau (CRB) applicable to the post.

Offer of Employment

An offer of employment on behalf of PM will be made by the CEO. It must be made clear, however, that the offer is conditional upon the satisfactory completion of references, medical assessment, satisfactory evidence of eligibility to work in the UK and other appropriate checks. A verbal offer of employment must be followed up in writing.

Only when all of the above have been obtained and cleared will PMI regard the offer of employment as legally binding.

Unsuccessful candidates must be notified as early as possible of the outcome of their interview by the CEO. Ideally this should be no more than 3 working days after the successful candidate has confirmed their acceptance of the post.

Monitoring

For equality and diversity purposes, recruitment statistics are monitored on a quarterly basis by gender, ethnicity, disability, age, religion and sexuality. This information is disseminated to the trustees with any positive action identified as a consequence.

DBS formerly Criminal Records Bureau Checks

Due to the nature of the work PMI carries out, we are obliged to comply with the CRB Code of Practice as published under section 122 of the Police Act 1997. The Code of Practice is intended to ensure that disclosure information is not used to unfairly discriminate against the subject of the disclosure (on the basis of convictions or other defaults revealed) and that the handling and storage of Disclosed information is dealt with in an appropriate and confidential manner.

The obligations of the Code require PMI to have a policy on the recruitment of ex-offenders and a policy on the secure storage, handling, use, retention and disposal of disclosures and disclosure information.

Under the code, before withdrawing an offer of employment based on the Disclosure information, the matter should be discussed with the applicant. In such circumstances, guidance from HR should be obtained.

DBS Checks (enhanced) will be undertaken on all posts.

Final Administration

In order to finalize the recruitment process there are certain tasks which should be completed:

- All unsuccessful interviewed candidates to be advised by PM
- All recruitment documentation is stored in employee personnel files for archiving
- All Equality and Diversity monitoring forms are destroyed after completion of the recruitment process and the appropriate recording of the information.

Candidate Feedback

Candidates often wish to gain feedback, in relation to either initial selection and/or interview, for their own development. It is PMI policy that feedback from interviewing will be provided by the CEO.

This feedback should be judged against the selection criteria. It should be honest, but constructive. It is important to realize that a prospective employer can be held liable for unfair selection by a candidate and this feedback can be used as evidence. This, however, is a rarity if the feedback is honest and appropriate to the candidate. It is essential that interview notes are completed in order that a professional approach may be taken.

Petit Miracle Interiors Person Specification

Job Title:

Responsible to:

	<i>Criteria</i>	E/D	A	I	T
Qualifications - Vocational - Professional - Academic			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
Experience & Knowledge			☐	☐	☐
			☐	☐	☐

			☐	☐	☐
			☐	☐	☐

Skills & Abilities			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Personal Qualities			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Special Requirements			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

KEY: **E** = Essential Criteria, **D** = Desirable Criteria, **A** = Application Form, **I** = Interview, **T** = Testing (Psychometric and/or Occupational) All short-listed candidates should meet all of the essential criteria identified as being assessed "A"

Are you able to provide **one** of the following documents?

- A passport showing that you are a British citizen, or have a right of abode in the United Kingdom.
- A document showing that you are a national of a European Economic Area country or Switzerland. This must be a national passport or other travel document.
- A residence permit issued to you by the United Kingdom as a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence as a member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or have no time limit on your stay; **OR**
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work on offer to you; **OR**
- An Application Registration Card issued by the Home Office to you as an asylum seeker stating that you are permitted to take employment in the United Kingdom.

YES

NO

Please bring to your interview so that it can be checked and photocopied.

Are you able to provide evidence of your **permanent** National Insurance number and name e.g. P45, P60, or original letter from a Government Agency **plus** one of the following:

- A A full birth certificate issued in the United Kingdom, which includes the names of your parents; **OR**
- B A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
- C A certificate of registration or naturalisation stating that you are a British citizen; **OR**
- D A letter issued by the Home Office which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay; **OR**
- E An Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the United Kingdom; or have no time limit on your stay; **OR**
- F A letter issued by the Home Office which indicates that you can stay in the United Kingdom; and this allows you to do the type of work on offer to you; **OR**
- G An Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the United Kingdom; and this allows you to do the type of work on offer to you.

YES

NO

PMI has a statutory obligation to ensure that all its potential employees have a legal right to work in the UK and undertake the type of work on offer. PMI will ask you to bring to your interview certain original documents which will be photocopied. If you are not successful in the application the photocopied documentation will be destroyed.

Are you able to provide a work permit or other approval to take employment that has been offered to you **plus** one of the following:

- A A passport or other travel document endorsed to show that you are able to stay in the United Kingdom; and that this allows you to do the type of work on offer to you; **OR**
- B A letter issued by the Home Office confirming that you are able to stay in the United Kingdom; and that this allows you to do the type of work on offer to you.

YES

NO

PMI will have to refer to the Home Office. We may have to refuse your application.



APPOINTMENT REQUEST

Employee Number

Selected Candidate

Full Name	Job Title
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Conditions of Offer. All appointments are subject to receipt of references (unless specifically waived) medical clearance, evidence to work in UK and other appropriate checks

Have you taken satisfactory references?	Yes ☐	No ☐
If 'Yes' please indicate – Verbal ☐ Written ☐		
Reasons to be waived:		
Have you checked relevant qualifications?	Yes ☐	No ☐
Is a Work Permit required?	Yes ☐	No ☐
CRB check required	Yes ☐	No ☐

To enable us to process this appointment have you attached copies of:

References	☐
Relevant Qualifications	☐
Probationary Meetings Schedule	☐
Interview Assessment Forms	☐
Evidence of eligibility to work in UK	☐

Post and Salary Details

Proposed Start Date	/	/
Permanent ☐ or Temporary ☐		
Main Post	Yes ☐	No ☐
Position Status		

Number of Hours per Week	
52 Weeks?	Yes ☐ No ☐
If Not – Number of Weeks per Year	
Location	
Annual Salary £	
Actual Pro Rata Salary £	
If Hourly Paid – Rate Per Hour £	
End Date (if temporary)	/ /

HR

NI Category	
Pension	
Fixed Pay Elements	
Medically Cleared	Yes ☐ No ☐
Unconditional Offer	Yes ☐ No ☐
Existing Employee	Yes ☐ No ☐
If Yes – Date of Continuous Service	
ID Database	
Annual Holiday	

Work Pattern Start Day
Please Circle Working Days Su M Tu W Th F S

Pro Rata

Authorization

Agreement of Appoint (CEO)	Name	Date / /
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Interviewers Checklist

The following checklist has been drawn up to assist the Interviewer. It applies equally to all candidates.

Pre - Interview:

Have you ensured that:

- ☐ *the setting / layout is conducive to an interview (e.g. diverted phones, mobiles switched off etc)*
- ☐ *the order of questioning is agreed and they refer directly to the job and person specification*

During the interview:

At the beginning of the interview session it is important to check that candidates are aware of the following:

- ☐ *duration of the interview*
- ☐ *candidates will be asked basically the same questions*
- ☐ *the Interviewer will take notes*
- ☐ *candidates may ask questions at any time or at the end and candidates should not hesitate to add any information at the end that they feel would help the panel*

It is the responsibility of the Interviewer to ensure that:

- ☐ *any relevant personal questions, are put to all candidates*
- ☐ *candidates are not asked any questions which could be seen as directly or indirectly discriminatory*

At the end of the interview:

At the end of the interview the following points should be raised with the candidates:

- ☐ *do they require any further information*
- ☐ *have they understood the full requirements of the post*
- ☐ *are they still interested in being considered for the post*
- ☐ *appointments are subject to satisfactory references, medical assessments, CRB checks.*
- ☐ *appointments are subject to the successful completion of PMI probation periods*
- ☐ *if an appropriate teaching qualification is not held, confirm that they will be expected to undertake and pass a certified qualifying programme of initial teacher development in the 3 months of employment.*
- ☐ *the methods and timescales for contacting candidates*

Action to take:

- ☐ *Obtained a signature on the application form if the candidate applied 'on line'.*
- ☐ *Obtained a photocopy of the evidence provided of eligibility to work in the UK. **This should be done for every candidate. Please see attached flowchart.** You have a legal responsibility to satisfy yourself that the potential employee is the rightful holder of any document presented to you.*

Action after candidate departure:

- ☐ *complete the Interview Assessment Form and collect completed*

- ☐ *contact both successful and unsuccessful candidates to inform them of the outcome*

TELEPHONE REFERENCE REQUEST

Candidate:.....Job

Title:.....

Interview date:Referee's name &
position:.....

Company:.....

All offer of employment are conditional upon receipt of employment references which are satisfactory to PMI. Therefore PMI should ideally obtain references from at least the last or current employer. Listed below are questions which form the basis of a telephone reference request. The order may vary depending on how the conversation progresses.

1. Introduction:

- are you aware of the candidate's application for this post? Yes ☐ No ☐
- do you have any objection to providing this reference? Yes ☐ No ☐

2. In what capacity do you know the candidate?

3. How long have you know the candidate?

4. Please outline the candidate's current role and responsibilities?

5. How well has the candidate performed in their role?

Outline the proposed job to the referee

6. How well do you see the candidate performing in this role?

7. Has the candidate any disciplinary record? Yes ☐ No ☐
If 'yes', for what reason?

8. How would you rate their attendance/time keeping?

9. Does the candidate have an absence record which has caused you concern? Yes ☐ No ☐
If 'yes', please explain.

10. Would you re-employ her/him? Yes ☐ No ☐
If 'no', please give reasons.

11. Please give any further comments which may be helpful?

12. Are you willing to confirm this verbal reference in writing? Yes ☐ No ☐

Reference taken by: Date:/...../.....

Name:

NB: Most questions seek the opinion of the referee, however, questions 7 – 10 ask for factual information which may be challenged and therefore require careful recording.

CONFIDENTIAL

.....
.....
.....
.....
.....

Dear

Re:

The above named has been given a provisional offer for the position of
in at Petit Miracle Interiors Ltd. and has given your name as a referee. I should be grateful if you could complete the enclosed reference form and return it in the envelope provided, or fax it to me on the above fax number.

If you would prefer to write a letter rather than use the form, will you please ensure that you quote the full name of the candidate.

In order to protect the public, the post for which this application is being made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. It is not, therefore, in any way contrary to the act to reveal any information you have concerning convictions which would otherwise be considered as 'spent' in relation to this application and which you consider relevant to the applicant's suitability for employment.

I can assure you that any information you give will be treated in the strictest confidence and only used in consideration of this applicant for this position.

Thank you for your help.

Yours sincerely

Enc

Confidential Reference

N a m e o f A p p l i c a n t	
D a t e s E m p l o y e d	From: _____ To: _____

<i>Please Give Your Assessment Of</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Comments</i>
Quality Of Work					
Ability To Work Without Supervision					
Work Rate In Comparison With Peers					
Commitment To Job					
Interpersonal Skills					
Attendance					
Punctuality					
Work Related Skills					
Sick Absence					

Number of days sick in the last two years (excluding any days related to disability and/or maternity)	
Number of occasions of absence	
Were any of these absences linked?	Yes/No
<i>Parental Leave</i>	
How many days statutory parental leave has this person taken whilst in your employment?	
Are you aware of any statutory parental leave this person has taken with a former employer?	
<i>Would you re-employ?</i>	<i>Yes/No (If No, Give Further Details Below)</i>
Is there any additional information you feel may be of interest to a prospective employer?	<i>Yes/No (If Yes, Give Further Details Below)</i>

Name _____ Position _____ Organization _____

Signature _____ Date _____ Company Stamp _____