

Safer Recruitment Policy and Procedure

1. Introduction

- 1.1. This document sets out Communities Together Durham ('CTD') policy and operating procedure on safer recruitment and selection. CTF is committed to safer recruitment principles and practice, treating all employees and applicants fairly to recruit the best person for each role within the organisation.
- 1.2. This policy is to be read in conjunction with CTD's Equality, Recruitment of Ex-Offenders and Privacy policies and also in conjunction with the Safeguarding policy. No decision regarding employment should be made without the decision maker having read, understood and complied with this policy, or those related to this policy.

2. Scope

- 2.1. This policy is applicable to the recruitment and selection of employees who are to be engaged to provide services for CTD, irrespective of whether it is for temporary or fixed term or a permanent duration. This policy will be made available to all employees and applies to both internal and external recruitment.
- 2.2. This policy also applies to individuals who are involved in CTD processes and procedures, including job applicants.

3. Recruitment Principles

- 3.1. All staff who take part in recruitment and selection exercises will have completed Safer Recruitment training, and any other training deemed necessary.
- 3.2. The recruiting manager will have overall responsibility for the recruitment process, including the shortlisting panel and interview panel.
- 3.3. Any qualifications or requirements listed on the job description will only be categorised as essential criteria if they can be justified in terms of the role to be done.
- 3.4. Information collected through equality monitoring is used only to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
- 3.5. Selection tests will be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- 3.6. It is not permitted for internal or external candidates to canvas interview panel members. Any applicant found to be canvassing the panel will be disqualified from the recruitment process.
- 3.7. Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept by CTD for no longer than 6 months in compliance with the UK General Data Protection Regulation and Data Protection Act 2018. Records will then be disposed of confidentially.

- 3.8. CTD is able to make reasonable adjustments throughout the recruitment and selection process for any applicant who has a disability.

4. Safer Recruitment processes

- 4.1. When a vacancy arises the recruiting manager will review the job description and person specification to ensure that the content is reflective of the vacancy. The recruiting manager will also complete the 'DBS Role Assessment' form to identify whether the role will require a Disclosure and Barring Service check and if so, what level is required. This will then be reflected in the job description. This will include consideration as to whether the job involves any 'Regulated Activity' with children and/or vulnerable adults.
- 4.2. Individuals interested in applying for a position with CTD will be provided with an application pack which will include all the information they will need about CTD and the advertised role. Applicants should apply for a role with CTD by completing the relevant application form, which requires the applicant to provide all the necessary information.
- 4.3. Individuals will be screened against the job requirements highlighted in the job description. An applicant should meet the 'Essential' criteria of the role to be shortlisted for an interview.
- 4.4. Any gaps in employment should be explained at either the application stage or the interview itself to the satisfaction of the recruiting manager.
- 4.5. All interviews will be carried out face to face. If this is not possible, interview via video calling may be offered.
- 4.6. The recruiting manager must ensure that all candidates who are interviewed are put through the same process and asked the same questions to ensure a fair process has taken place.
- 4.7. The recruiting manager will arrange for all candidates who are unsuccessful at the interview stage to be informed in writing. The recruiting manager will make the successful candidate a conditional offer of employment, which should set out the terms of employment offered.
- 4.8. All candidates who are successful at interview and are offered a role will be required to provide details of at least two referees, one of which must be from their most recent employment.
- 4.9. Where the role requires a DBS check level Enhanced or above the successful candidate will be required to complete a confidential declaration form.
- 4.10. All successful candidates will be asked at the offer stage to provide documentary evidence of their right to live and work in the UK. A full list of acceptable documents can be provided on request.
- 4.11. Candidates will not be able to start in the role until all pre-employment checks have been completed, this includes a DBS check if necessary, a confidential declaration form where required, a check on relevant qualifications, the receipt of two satisfactory references and a right to work check. The candidate will also need to have signed and returned their Written Statement of Employment Particulars prior to commencing in role.
- 4.12. If the DBS check, confidential declaration form or medical clearance are not satisfactory, the offer may be revoked. Similarly, the job offer may be withdrawn if the references are not satisfactory.

- 4.13. Documentation from the shortlisting and interviews must be kept in secure storage. Only those that require access for specific and authorised purposes will be able to access this information. Once the period of retention has expired the documentation will be disposed of.
- 4.14. The recruiting manager is responsible for ensuring the new employees' induction is completed. Please refer to the Induction policy for more information.
- 4.15. All new employees will be subject to a probation period, please refer to the Probation Policy for more information.

5. Appeals

- 5.1. Employees who have concerns about any aspect of this policy or its operation should use CTD's Grievance Policy and Operating Procedure.
- 5.2. Prospective employees who have concerns about any aspect of this policy or its operation should write to the Chief Executive Officer following CTD's complaints process.

6. Changes to this Policy

- 6.1. This policy is non-contractual and CTD reserves the right to change this policy at any time. CTD employees will be notified of any such changes according.
- 6.2. CTD will review this policy in line with the timescale below and also when there are any relevant changes in employment law that may affect the current content of this policy.

Policy Author	Sheila Bamber
Date Written	January 2025
Approved By Board of Trustees	
Implementation Date	
Policy Review Date	January 2027
Lead Reviewers	Alexander Jones (CEO)