

Employment, Recruitment and Selection Policy

See our Equal Opportunities Policy on page 18, for a statement over The Ark's general policy with regard to equality.

With regard to employment, recruitment and selection in particular, the following policies will be followed:

Service Delivery

Services and activities will be advertised in a range of places to try to reach as many people as possible, particularly those subject to discrimination.

Employment and Training

The Ark is committed to equality of opportunity in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit. No job applicant, trainee applicant, employee, or trainee will be treated less favourably than another. Recruitment, selection, employment procedures and practice will be kept under review to ensure that individuals are recruited, selected, trained and promoted on the basis of their ability, merits and the requirements of the job. The Equal Opportunity Monitoring Forms received from each job applicant will be reviewed annually with this policy to help ensure compliance.

We wish to create a workplace in which individual differences and contributions of all our staff are recognised and valued.

We aim to provide a working environment free from harassment and bullying (please see our separate Bullying and Harassment policy).

All employees will be given guidance on the policy during their induction, and any breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

For more detailed guidance on the above you can contact ACAS on 0845 7474747 or visit www.acas.org.uk.

Recruitment and Selection

The Ark will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We will actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience. No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

All applicant information will be retained for 6 months stored in a locked filing cabinet.

If appropriate checks reveal that a person has a previous conviction, The Ark will comply with the DBS Code of Practice when receiving such information. We will consider all of the

circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000 and the Rehabilitation of offenders Act 1974, and the Equality Act 2010.

Advertising

In the interests of equal opportunities The Ark will ensure that job vacancies are advertised in a wide variety of places within the local community and press to attract applicants from all of the community. Wording of the advertisement will communicate clearly the organisations specific requirements and will not use discriminatory language, unnecessary jargon or superfluous details.

Interviewing

The Ark will shortlist candidates against the job specification, inviting them to attend for an interview. It will do all in its power to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination. The Ark will avoid making biased judgements and select the best candidate for the job, based on the recommendations from the interview panel.

Employing Staff

The Ark will instigate checks and references, notifying Ofsted about staff appointments and prepare an induction package. All staff are Disclosure and Barring Service (DBS) checked and then registered to the update facility.

Reviewing the policy

Recruitment, selection, employment procedures and practice will be kept under review annually to ensure that individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and the requirements of the job.

Recruitment and Selection Procedure

We will:

- Assess the vacancy and compile the job description and person specification for the position
- Advertise and shortlist applicants against the job description and person specification
- Interview for the vacancy in line with the organisations recruitment and selection policy.
- Ensure the applicant has the relevant training, qualifications and experience.
- Apply for references, personal references and health reports. These may be verified over the phone.
- Notify Ofsted and undertake DBS checks.
- Check applicants' identity with appropriate documents, e.g. Birth Certificate, Passport, recent (last 3 months) utility bill to confirm address.
- Establish applicant's identity, if the name has changed e.g. Marriage Certificate, divorce details, deed poll documentation
- Obtain information regarding any social work involvement with applicants, by following Dorset County Council's standard procedure

We will confirm that the person is eligible to work in the UK by checking one of the following:-

- National Insurance Number or NI card (not a temporary card)
- P45, P46, P60
- Work permit
- Evidence, such as a letter from the Home Office, confirming someone's right to live in the UK and take employment
- A full British passport or another passport with a stamp confirming the holders right of abode in the UK
- A certificate of registration or naturalisation as a British citizen
- A birth certificate issued in UK or Republic of Ireland
- A passport or identity card confirming someone is a citizen of the European Economic Area

The Ark will:

- Where practical, await clearance from the registering authority and have copies of the relevant references, before setting the start date.
- Ensure the new employee is aware of the 13 week probationary period and manner of review during this time.

Prepare an induction programme for the new staff member.