



Adult Training Network (ATN)

Recruitment and Selection Policy

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1 POLICY STATEMENT

- 1.1 ATN, as an aware employer, is committed to safeguarding and protecting the welfare of vulnerable adults as its number one priority.
- 1.2 Implementing this policy will assist in improving the Company's recruitment and selection process. It will also provide a safer practice in the recruitment of staff who work with vulnerable adults, in conjunction with the Policy on Safe Recruitment and Vetting and the Vulnerable Adults Policy.
- 1.3 This Policy is for external publication as well as internal use, to assist in transparency in how we recruit.
- 1.4 We are committed to equality of opportunity. We will recruit, train and develop our employees on the basis of their ability and the requirements of the job. To ensure we recruit the best person for the job, selection for any vacant post will be based on merit. Appointments will only be made for those candidates who have best demonstrated that they meet the selection criteria and the requirements to do the job.
- 1.5 We recognise that valuing diversity in the workplace is a major way forward in addressing inequality, unfairness, social inclusion and the discrimination some people may face in their lives. This policy should be used in conjunction with the Equality and Diversity Policy.
- 1.6 The Company is committed to working towards creating a working climate in which all employees are treated fairly and with dignity and respect and recognises its duty of care to employees. All workers, especially those who have responsibility for others, share this duty of care and the Company therefore expects all workers to treat each other with respect, courtesy and consideration at all times.
- 1.7 United Kingdom legislation makes it unlawful to discriminate in employment against a person based on their:
 - disability
 - gender, including gender reassignment
 - marital status
 - race
 - age
 - sexual orientation
 - religion or belief
- 1.8 In order to address issues relating to diversity and social inclusion, and to sustain confidence in all our recruitment and selection practices, we are committed, wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community, e.g. in terms of age, disability, ethnicity,

gender, sexuality, social inclusion etc., which will help the Company understand and respond more effectively to community needs.

- 1.9 From time to time, where justified, we may engage in special targeted recruitment initiatives. In response to under-representation of particular groups and individuals, parts of the process may be adjusted, with the prior agreement of the Director, however the main underlying principles will remain.
- 1.10 We believe that all people have the right to be treated with dignity and respect. It is our aim that this Policy and all other related policies, practices and procedures are devised and developed to help us eliminate all forms of unlawful and unfair discrimination.
- 1.11 This Policy, like any other policy, must be followed. Any member of staff involved in any aspects of recruitment and selection under the Policy must adhere to its requirements. Failure to do so may result in disciplinary action.
- 1.12 Recruitment and Selection training is compulsory, for all managers likely to be involved in recruitment activity, and it is a requirement that a least one member of any selection panel has received such training.
- 1.13 Training will be provided on the policy to employees and any third parties who may be involved with recruitment and selection on behalf of the Company, e.g. community representatives, service users and external partners.

2 SCOPE

- 2.1 This policy applies to the recruitment and selection of all staff within ATN
- 2.2 All employees involved at any stage of the recruitment and selection process should be aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

3 AIMS

- to ensure the safe and effective recruitment of anyone working with vulnerable adults
- to ensure that recruitment processes are fit for purpose
- to appoint the best person for the job
- to ensure equality of opportunity for all applicants
- to ensure compliance with the Company's policies and plans relating to equalities and diversity, and relevant employment legislation
- to promote the Company's values
- to meet the Company's operational requirements and strategic aims

4 PREPARATION STAGES

- 4.1 Exit Reviews

4.1.1 Exit reviews have been endorsed as standard practice for all employees leaving ATS employment and must be undertaken across all centres.

4.1.2 Exit reviews will take the form of a confidential questionnaire and a discussion. An analysis of the quantitative and qualitative data, such as reasons for leaving and patterns and trends in turnover will be undertaken corporately.

4.2 Job Analysis

4.2.1 The recruitment and selection process should not commence until a full evaluation of the need for the role against the Company's strategic plans and budget has been completed. Therefore job analysis must be carried out for every vacant post. This also provides the opportunity to analyse job design, working arrangements and practices.

4.3 Job Description and Person Specification

4.3.1 Every post requires a current job description and person specification, which should always be reviewed as part of the annual appraisal process. The corporate job description template must be used.

4.3.2 Job descriptions and person specifications for all posts must specifically state that the post holder must carry out their duties with full regard to the Company's Equality and Diversity Policy in employment and in service delivery. These requirements should form part of the selection criteria. Any job that has managerial or supervisory requirements, and/or where the grade of the post indicates that equal opportunities and/or diversity is integral to the role, will normally require the job-holder to have a wider knowledge and understanding of their responsibilities under these policies and plans.

4.3.3 There must also be a reference to Company's Health and Safety Policy.

5 RECRUITMENT

5.1 Selection Panel

5.1.1 Any recruitment and selection process will require a selection panel to be set up, with at least one member of the Selection Panel, having attended the Company's Recruitment and Selection training course. Ideally the selection panel should have three people, but a minimum of two people is essential.

5.1.2 If a member of the panel has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application. It would be necessary for the panel member to avoid any further involvement in the recruitment and selection process.

5.2 Advertising

5.2.1 Prior to advertising a vacancy, approval must be given by the Director.

5.2.2 All permanent Company vacancies will be subject to open competition, and advertised internally and externally concurrently, except in the circumstances listed below:

- (i) Where one half of a job-share post leaves, the other job-share partner should be offered the full-time job (see Job Share Policy), before it is advertised.
- (ii) Employees on the redeployment register must be considered before advertising a vacancy.
- (iii) The job being advertised has been restructured as part of a positive action initiative to encourage applications from groups of disabled people who are underrepresented in the workforce.

5.2.3 All posts advertised must be processed by Resources Team to ensure consistency of practice. Only in exceptional circumstances (and by agreement of the Director) will any other arrangements be acceptable.

5.2.4 Consideration must be given to the appropriate media and how best to reach all members of the community, ensuring no one group will be disadvantaged. Cost and effectiveness will influence the choice.

5.3 Applications

5.3.1 All applicants expressing interest in the vacant post will be requested to apply in writing with a CV.

5.3.3 Upon request, any information sent to applicants should be available in Braille, large print, by audio tape and/or translated into community languages. Closing dates may need to be extended to allow for translations or the return of applications in other formats.

5.4 Shortlisting

5.4.1 Every application must be read and assessed against the criterion on the person specification.

5.4.2 If there are disabled applicants who have demonstrated that they meet the minimum essential selection criteria, they must be placed on the shortlist and guaranteed an interview.

6 SELECTION

6.1 Methods of Selection

6.1.1 The panel must agree the methods by which it will assess and select candidates. The process at each stage should be the same for each candidate. All methods of assessment will relate to the criteria in the person specification.

6.1.2 Regardless of what earlier or additional assessment methods are used, the final stage of selection to a post with access to vulnerable adults must always include a face to face interview.

6.1.3 Assessment and selection methods will be designed to be free from unnecessary barriers or unjustifiable bias. The Company will endeavour to accommodate any special requirements of candidates with disabilities, and to make arrangements that facilitate accessibility.

6.2 Appointment

6.2.1 Any offer of employment must only be made to candidates who meet the relevant selection criteria, and in normal circumstances, to the candidate identified as the “best” candidate by the selection panel. Offers of employment will be confirmed in writing, although may be initially communicated by telephone. Offers of employment will remain conditional until and upon the receipt and clearance of all pre-employment checking, to the satisfaction of the Company. These include:

- References - two written references must be obtained, one being from the current or most recent employer.
- Criminal Records Bureau Disclosures - for certain identified posts, in accordance with the Police Act 1997.
- Asylum and Immigration - checks regarding entitlement to work in the UK must be made for all prospective employees who are not currently employed by the Company.
- Qualification and Registration Certificates - checks must be made to ensure the relevant qualifications have been awarded and any necessary registration is up to date.

6.2.2 A firm offer of employment must only be made when all the relevant documentation has been cleared.

6.2.3 For guidance on what to do if a positive DBS check is received, see the Policy on Safe Recruitment and Vetting.

6.2.4 Once all the necessary checks have been satisfied, a written statement of particulars of employment must be issued, ideally with the offer letter, but in any case, within 8 weeks of the appointment being taken up.

6.2.5 Where an appointed candidate decides not to take up post or leaves within 6 months of being appointed, the selection panel may offer the post to a suitable

reserve candidate. An offer must only be made to candidates who met the relevant selection criteria.

6.2.6 In the event of an allegation of unlawful or unfair treatment in the selection process, or that the panel have failed to follow the Company's Recruitment Policy and Equality Policy, the candidate will have the right to have his or her complaint considered in accordance with the Company's Complaints Procedure.

7 SAFER RECRUITMENT OF STAFF

7.1 The ATN undertakes to ensure that its staff are fit to work in a setting with children and vulnerable adults. It also reserve the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its learners.

7.2 The ATN has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and require the following checks to be made pre-appointment or directly following appointment.

- a minimum of 2 satisfactory references, one of which should be from the current or most recent employer
- original documentary evidence checks of identify, nationality, residence and "right to work" status
- an Enhanced Criminal Record Check - DBS Disclosure
- a check under Section 142 of the Education Act 2002 (previously known as "List 99")
- completion of a health check to ensure s/he has the health and physical capacity for the job
- original documentary evidence of qualifications
- CVs are accepted as part of the application process
- teaching staff are asked to provide their DfES reference number and IfL Registration Number
- all teaching staff are expected to have recognised teaching or be working towards
- all candidates for jobs in the ATN are interviewed by a panel of appropriate managers, a centre manager or the Director.
- all offers of appointment are conditional upon receipt of 2 satisfactory references, satisfactory DBS clearance, medical clearance, verification of qualifications, verification of identify
- satisfactory completion of the probationary period

7.3 The following statement is placed on all recruitment advertisements and relevant publicity materials for the ATN:

"ATN is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

7.4 All Job Descriptions include the following as a main task:

"To safeguard and promote the welfare of children, young people and vulnerable adults served by the ATN".

There is an additional statement in the Job Description under 'ATN Commitments' requiring all employees to *"Respond appropriately and supportively to any issues associated with safeguarding children and vulnerable adults in line with ATN policies and procedures"*.

- 7.5 A single central record is kept in the Human Resources Department detailing the checks carried out on staff and Agency Staff, including DBS clearance.
- 7.6 Once appointed to the ATN all staff receive a pack of information, including:
- Induction Checklist which includes Health & Safety
 - Equal Opportunities Policy
 - Race Equality Policy
 - Staff Code of Conduct
 - Child Protection Policy
 - Safeguarding Policy
- 7.7 In addition to a local induction programme to introduce staff to the particular area they will be working in, all staff complete a Corporate Induction programme, including:
- Child Protection
 - Equal Opportunities
 - Health & Safety, including fire awareness
 - Appraisee/appraiser training
 - Use of IT/ILT systems, including usage policies
- 7.7 Learning and teaching staff complete an additional induction session specifically relevant to learning and teaching practices, covering schemes of work, lesson planning, differentiation, classroom management, registers, etc.
- 7.8 The ATN has a general Staff Code of Conduct giving clear guidelines on expected behaviour and Staff Conduct of the ATN's Child Protection Policy "Good Practice Guidelines" (gives specific guidelines on behaviour to protect both staff and learners).
- 7.9 All staff and Trustees receive appropriate training over a period of time, including a brief introduction at staff induction.
- 7.10 Members of the Designated Safeguarding Team have undertaken specific Designated Officer Safeguarding Training and all members have either completed or are booked to complete Safeguarding Facilitator Training.

8 MONITORING AND REVIEW

- 8.1 Monitoring is an integral part of the Company's policies and plans for Equality and Diversity, which seek to tackle any negative issues relating to equality and diversity. It is essential to monitor the recruitment and selection process to assist in the identification of any trends that indicate bias or unlawful or unfair treatment of individuals or groups of people at any stage.
- 8.2 Monitoring of all applications is reported annually helping to highlight employment trends in relation to recruitment and retention. We also have a duty under the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 2005 to monitor and report our workforce profiles.
- 8.3 The legal framework on which this Policy has been based is under constant review and is subject to change, therefore these documents will be regularly reviewed to reflect any changes in the legal framework.

9 FURTHER INFORMATION

- 9.1 Further advice and guidance on this policy or specific circumstances covered by this policy can be obtained from Senior Manager Finance and Resources.
- 9.2 If you would like to comment on the content of the policy, please contact Senior Management Finance and Resources on 0208749588 or sgill@adult-training.org.uk
- 9.3 This Policy will be made available in alternative formats such Braille, large print, on audio tape or community languages if requested.

APPENDIX 1

Equality & Diversity Statement

ATN aims to promote equal opportunities for everyone, including learners, members of the public, and employees. We recognise and celebrate diversity.

We are committed to providing an environment that is free from any type of discrimination for our employees and learners, and any other people who have contact with us.

We do not tolerate any kind of harassment or victimisation. We aim to provide an environment that is free of harassment and victimisation and we will take action under our complaints and disciplinary procedures to deal with any direct or indirect discrimination.

We will monitor existing practices and proactively develop new ones to prevent anyone who works and learns, or wants to work and learn, with us from suffering any experience that breaks this policy.

Reviewed by: S Singh Gill
Designation: Managing Director
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