



BLACKBURNE
HOUSE

Recruitment & Selection Policy

2023-2024

POLICY ISSUES AND UPDATES

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The following policy has been approved by the Senior Leadership Team and the Executive Team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Executive Team: December 2022

Planned review: January 2024

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1. Objective and Scope

Blackburne House recognises the important role our employees play in helping us to deliver our mission. Because of this we are committed to applying the Equal Opportunities policy at all stages of recruitment and selection.

The aim of this policy is to assist Hiring managers in hiring the best person for the job – and to consistently fill vacancies this way. The importance of effective and fair recruitment should not be under-estimated as appointing unsuitable candidates can be costly in terms of time and financially. However, appointing the best and most suitable candidate will bring benefits to the individual, their team, managers and the organisation as a whole.

Blackburne House is committed to providing opportunities for development and career progression to current employees by advertising vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

This policy shall apply to all recruitment activities undertaken for all employees.

2. Legislation

2.1 Equality Act 2010

Blackburne House is committed to preventing discrimination encourages a diverse and inclusive workforce. Our aim is that our workforce is truly representative of all sections of society and each employee feels included, respected and able to give their best. Selection for employment, promotion, or any other benefit will be on the basis of skill and ability.

It is essential to be aware of the legal requirements that underpin the recruitment and selection process. This allows recruiting managers to be self-aware and challenge their own beliefs and bias as well as enable recruitment panels to have proactive discussions regarding the recruitment and selection process, which will alleviate the possibility of discrimination occurring.

Discrimination in recruitment and selection may occur when decisions are based on arbitrary or irrelevant requirements, or as a result of unconscious bias.

The Equality Act 2010 on the grounds of any of the following characteristics statutorily protects candidates against discrimination:

- Age
- Gender reassignment
- Disability
- Marriage and civil partnership
- Pregnancy and maternity
- Race

- Religion and belief
- Sex
- Sexual orientation.

The types of discrimination that are relevant to recruitment and selection are direct discrimination including associative and perceptive, indirect discrimination, discrimination arising from disability and failure to make a reasonable adjustment.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. HR must be consulted before any decisions are made.

2.2 Data Protection Act 2018

The Data Protection Act controls how personal information must be used by organisations. Everyone responsible for using data must follow strict rules called 'data protection principles.' They must ensure the information is:

- used fairly, lawfully and in a transparent manner
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure

3. Advertising

3.1 Advertising

Any advertisement linking to a job description will make clear our statement to safeguarding and promoting the welfare of children and vulnerable adults. They also cover the minimum requirements of an employee in order to ensure staff are clear of expectations in advance of making an application.

3.2 Safeguarding Statements and requirements

The below statement should form part of all job advertisements and job descriptions.

Blackburne House is committed to safeguarding and protecting the young people or vulnerable adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our programmes.

We expect all staff and post holders to share this commitment to safeguarding by ensuring compliance with our policies and practices.

3.3 Job Description

A job description is a key document in the recruitment process and is finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

It should include:

- The job title and grade
- The main purpose of the job
- The main tasks or duties to be carried out
- The scope of the job to indicate its position within the organisation
- General statements relevant to all positions, such as requirements relating to equal opportunities and health and safety

The job description clearly sets out the responsibilities of the role and outlines any training or preparation required to take on the role.

3.4 Person Specification

Each person specification explains:

- The qualifications and experience needed for the role;
- The competences and qualities that the applicant should be able to demonstrate; The person specification will clearly indicate whether the stated criteria are:
- Essential – relating only to those areas without which the job cannot be performed; or
- Desirable – not essential to carrying out the duties, but which would be valuable. They may assist in the final selection process if several candidates all meet the essential criteria

4. Selection of Candidates

All candidates will be screened against the criteria outlined in the person specification to ensure a fair assessment process. No favour or discrimination will be given for any candidate. Applications will only be processed if they are fully completed and there are no significant discrepancies in information.

5. Shortlisting

The shortlisting panel should be the interviewing manager, ideally the post holder's immediate supervisor and the Recruitment Manager.

6. Offer of appointment to successful candidate

All offers made are conditional upon the following satisfactory pre-employment checks:

- Receipt of two satisfactory references
- A relevant Disclosure and Barring Service check
- Evidence of right to work in the UK for those who are not nationals of a European Economic Area country.

7. References

All roles require staff to have two satisfactory references returned prior to starting with Blackburne House. This is to ensure that staff are suitable to work with young people. References provided must be from the candidate's most recent employer.

The responsibility for providing referee details lies with the applicant however the collection of references is managed by HR.

7.1 Reference Content

References are designed to demonstrate the following;

- The staff member is suitable to work with young people.
- The referee organisation would re-employ the staff member.

7.2 Relationship

All references should include at least one professional reference. This individual should;

- Have line management responsibility for the referee
- Have known them in either a work or volunteering environment

8. Blackburne House has an obligation to ensure all employees have the right to work in the UK in the position they have been hired to fulfil. In order to meet this obligation, the organisation will carefully assess every employee who works for the organisation to ensure the appropriate level of check is conducted in line with legal requirements.

9. Disclosure and Barring Service Checks

The safeguarding and protection of young people and vulnerable adults on our programmes is of paramount importance to Blackburne House. The organisation will carefully assess every staff member who works for the organisation to ensure the appropriate level of criminal check is conducted. Refer to DBS Policy and Guide for further information.

10. Self-disclosures

Employees will be provided with the opportunity to self-disclose any criminal history. This promotes the open and honest discussion, allowing employees the opportunity to declare information regarding their criminal or disciplinary history.

11. Record Management

Blackburne House will seek to ensure that any data collected as a result of recruitment and selection is essential and relevant to the process, is kept securely and destroyed when appropriate in line with the Data Protection Act and The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

Progress School holds unsuccessful application data for a period of one month whilst successful candidates will have their data moved to secure HR files.

12. Review

This policy is reviewed on an annual basis to ensure it is relevant and legally compliant.