



Recruitment Policy

1. Purpose

- 1.1 The purpose of this policy is to define EIEF strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.
- 1.2 The Trustees recognises that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. EIEF is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of this policy are to:
 - attract and appoint the highest calibre of applicants;
 - ensure safe and equitable recruitment and selection is conducted at all times;
 - deter, identify and reject prospective applicants who are unsuitable for work with children or young people.
- 1.3 This document is available to all members of staff and to any prospective applicant. The Trustees welcomes any comments or contributions to this policy.

2. Legal context

- 2.1 The Trustees recognises that recruitment and selection is governed by many statutory provisions, too numerous to list separately, and is committed to ensuring that all legislative requirements are met in the application of this policy. However, particular reference is made to the inline with national guidance, as the fundamental basis for recruitment.
- 2.2 This policy does not form part of any employee's contractual terms and conditions and any links within this document to other documents are for ease of use and do not form part of this policy.



3. Delegation of authority

- 3.1 In respect of the position of the CEO, the responsibility and authority to appoint lies with the Trustees. Where such recruitment activity is required, the Trustees body will convene a recruitment and selection panel in accordance with the National guidance and the managing of allegations against staff and volunteers that may pose a risk of harm to children . Where a panel of Trustees is convened, they will ensure members of the panel have knowledge and understanding of the charity's needs, the appropriate experience and training in recruitment and selection, including safer recruitment training, as well as the confidence in carrying out the process effectively. Unless statutory legislation has been contravened, the governing body will normally endorse the recommendation for appointment made by the selection panel.

4. Equal opportunities

- 4.1 The governing body is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political affiliation or trade union membership.
- 4.2 All disabled applicants who indicate that they consider themselves to have a disability on their application and who meet the minimum criteria for the role will be guaranteed an interview.
- 4.3 Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his or her disability.

5. Planning for recruitment

- 5.1. Prior to undertaking recruitment activity for vacancies , working with a senior manager as appropriate, ensure that there is a review of the job description and person specification and ensure that this document is an accurate reflection of the role to be filled.



5.2 Trustees will make a determination as to whether a role is to be filled on a permanent, fixed-term, temporary or any other basis, taking into account any advice received from Personnel Services.

6. Advertising vacancies

6.1 It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally or externally, depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market.

6.2 Advertisements will include a safeguarding statement, highlighting the charities commitment to child safeguarding in an effort to deter any unsuitable candidates, an equal opportunities statement and a statement regarding the declaration of convictions, under the Rehabilitation of Offenders Act 1974 (as amended), along with the necessary information needed to attract suitable candidates to the post and to the charity.

7. Shortlisting and selection processes

7.1 The charity recognises that it is a legislative requirement that at least one member of a selection panel must have completed safer recruitment training. A selection panel will not be convened without at least one panel member having been appropriately trained in safer recruitment.

7.2 The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness.

7.3 During the shortlisting process all applications will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised, with particular care paid to any gaps in employment; repeated and/or regular/frequent changes in employment; and anomalies or discrepancies in information contained within the form. Any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any firm offer of employment is made.



- 7.4 References will be requested prior to interview, to enable the panel to compare the information received against the candidate's application form and their answers at interview, as well as allowing for any discrepancies to be explored at interview. References requested at this stage of the process will exclude requests for health information.
- 7.5 The selection process for shortlisted candidates will, as a minimum, consist of a face to face selection interview with an interview panel, with other selection activities (group activities, written work) determined by the nature and duties of the vacant post.
- 7.6 Where online searches are to be undertaken as part of the recruitment process, the charity will inform shortlisted candidates.

8. Outcome of selection processes

- 8.1 A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the person specification/job description during the selection process.
- 8.2 Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks
- 8.3 For all appointments, the power to appoint is in accordance with the delegation of authority detailed in section 3.1 and 3.2. The chair of the selection panel will report any appointments made under such delegation to the governing body.

9. Pre-employment checks

- 9.1 The governing body recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as to update the single central record prior to new staff commencing employment.



- 9.2 These processes will be undertaken in accordance with the charities Fitness and Suitability for Work Policy and Overseas Criminal Records Policy, as well as guidance contained in the Manual of Personnel Practice, with further advice sought from LADO
- 9.3 The selection panel will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work and identity checks, together with health declaration, references, application forms, interview information, online background searches and checks of relevant academic and professional qualifications.
- 9.4 The selection panel will assess all information gathered from pre-employment checks as the information is received, in accordance with the Fitness and Suitability for Work Policy. Any unsatisfactory pre-employment checks may lead to the consideration of withdrawal of a conditional offer of employment. Where consideration is being given to withdrawing an offer on the basis of pre-employment checks.
- 9.5 The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate's identity and right to work in the UK have been established. In exceptional circumstances, the headteacher may determine to allow an individual to commence employment in regulated activity prior to the receipt of a DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed and he or she will not be left to work unsupervised. A risk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.
- 9.6 For volunteers, the charity will undertake the appropriate checks in line with the guidance in the recruitment policy.
- 9.7 Individuals who have lived or worked outside of the UK will be subject to the same pre-employment checks as all other staff. In addition, further



appropriate checks, such as an overseas police check, will be made as necessary in accordance with the school's Overseas Criminal Records Policy, in order to sufficiently establish the individual's suitability to be appointed.

10. Offers of employment

10.1 Offers made prior to satisfactory completion of pre-employment checks must be made on a conditional basis. Conditional offers of employment must only be confirmed once all pre-employment checks have been satisfactorily completed.

10.2 The statement of employment particulars (contract of employment) will be received by the employee on or before the first day of their employment and therefore pre-employment checks are required to be satisfactorily completed before they begin employment. Where such checks are not completed within this timeframe, and the withdrawal of a conditional offer of employment is being considered, the Fitness and Suitability for Work policy will be followed.

11. Retention of recruitment records

11.1 For unsuccessful applicants, all paperwork gathered as part of a recruitment exercise will be kept confidentially and securely in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA), for a period of 12 months after the interview date to ensure that if there are any claims raised, the charity is able to rely on its records to justify its judgment and decision. After this period these records will be confidentially disposed of.

11.2 For staff appointed to work at the charity, information gathered during the recruitment process will be used to form part of the employee's personnel file and, where applicable, will be mandatorily recorded on the charity's single central record.

This Policy is approved and robustly endorsed by EDUCATING INDIVIDUALS EMPOWERING FAMILIES and is due for review every 12 MONTHS.



Signed: _____ SALLY MCFAWN (DIRECTOR)

Date: 20th May 2024

Reviewed: 20th May 2025