# Recruitment Policy

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## Policy Statement

This policy sets out the processes taken to ensure that recruitment at Play Inclusion Project is conducted fairly, consistently, and in compliance with UK employment law. It aims to recruit individuals who are suitable to work with children, young people, and vulnerable adults while promoting safeguarding and equality.

At Play Inclusion Project we ensure that 75% of staff have a relevant qualification to Level 3 or above.

## Recruitment Principles

All recruitment will:

- Comply with the Equality Act 2010 and UK employment law, ensuring non-discrimination.
- Promote safeguarding and the welfare of children and vulnerable adults.
- Be transparent, consistent, and based on the applicant's ability to meet role requirements.
- Ensure compliance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and other relevant legislation.

## Safeguarding Statement

Play Inclusion Project is committed to safeguarding and promoting the welfare of children and vulnerable adults. All recruitment procedures reflect this commitment. This includes:

- Checking applicants' suitability through references, qualifications, experience, and DBS checks.
- Asking applicants to disclose any convictions, cautions, or disciplinary sanctions relevant to safeguarding.
- Ensuring that all staff and volunteers are aware of their safeguarding responsibilities.

## Recruitment Procedure

### Job Advertisement

All job advertisements must include:

- A clear job description and person specification.

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- A statement on commitment to safeguarding.
- Any legal eligibility requirements (e.g., right to work in the UK).
- Advertising must comply with Equality Act 2010, avoiding discriminatory language.

**Application**

- All interested candidates will be sent an application pack consisting off:

    - Job Description
    - Person Specification
    - Statement on Safeguarding
    - Self-Disclosure Form
    - Application Form
    - Reference Pro Forma
    - Recruitment of Individuals with a Criminal Record Policy

- All applicants must submit a completed application form.

- CVs may be accepted but must be accompanied by the standard application form to ensure consistent information collection.

- Applications will be reviewed and scored against the job description and person specification.

**Shortlisting**

- Shortlisting is carried out by at least two panel members where possible.
- Decisions must be based on evidence from the application against the person specification.
- Any candidate failing to meet essential criteria will not progress.

**Interview**

- Interviews are where possible, conducted by at least two panel members.

- Standardised questions are asked to ensure fairness and consistency.

- For roles involving children, interview questions include safeguarding-focused questions (e.g., handling challenging behaviour, working with vulnerable children).

- Interviewers will take notes and document assessment decisions

- Applicants must bring dentification and proof of address to the interview along with the completed self-disclosure form.

- An ID Verification Form will be completed with the applicant during the interview.

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**Reference Checks**

- Two references are required from people who have known the applicants over two years.
- One must be from the most recent employer, for students one reference must be provided by a teacher.
- Reference questions focus on safeguarding, suitability, and performance.
- References will be verified directly with the referee vie telephone call

**DBS and Vetting Checks**

- Roles involving children or vulnerable adults require Enhanced DBS checks.
- Any applicant with relevant convictions or cautions must be assessed in line with safeguarding guidance.
- Overseas checks are required where the applicant has lived outside the UK for over three months within the past 5 years
- Self-disclosure forms will be viewed when the DBS is being submitted.

**Offer of Employment**

Offers are conditional and dependent upon:

- Satisfactory references.
- DBS and vetting checks.
- Verification of qualifications and right to work in the UK.

**Record Keeping**

All recruitment documentation (applications, interview notes, references, DBS confirmations) will be stored securely.

Documents are retained in line with the Data Protection Act 2018 / UK GDPR and internal retention schedules.

**Equal Opportunities**

Recruitment decisions must not be influenced by protected characteristics under the Equality Act 2010 (age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation).

Diversity monitoring may be conducted anonymously and voluntarily.

**Monitoring and Review**

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The CEO is responsible for ensuring compliance with this procedure.

Recruitment practices are reviewed annually or following any safeguarding or legal updates.

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