

**OVERWORLD**

**RECRUITMENT &  
SELECTION POLICY &  
PROCEDURE**

**SEPTEMBER 2023**

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## INTRODUCTION

The Organisation is committed to providing outstanding opportunities for all children & young people (CYP) attending Overworld AMP Ltd & a high quality service to its clients; parents/carers, placing schools or local authorities.

The Organisation recognises that its employees are fundamental to its success & is committed to recruiting a high-quality workforce with appropriate expertise & experience to deliver its strategic objectives & most importantly, to ensure the safety, wellbeing & enjoyment of all CYP.

## POLICY STATEMENT

The Organisation will always seek to recruit the best candidate for the job. Vacancies will be advertised internally across the Organisation & most, including leadership vacancies, will be advertised externally using the most appropriate advertising medium. In extenuating circumstances, where there is a proven business case, the Director may waive the requirement to advertise.

The Organisation is

- ✓ Proactive in promoting diversity & ensuring that difference is recognised & celebrated within the context of fairness & equality
- ✓ Treats all potential employees with dignity & respect, valuing the diversity of all & by doing so appointing the best person for the job
- ✓ Committed to safeguarding & promoting the welfare of CYP & expects all staff & volunteers to share this commitment. This includes ensuring that robust safe recruitment & selection procedures are adopted which deter, reject or identify people who might abuse CYP or are otherwise unsuitable to work with them.
- ✓ Compliant with all the current relevant legislation, recommendations & guidance

Ensures that it meets its commitment to safeguarding & promoting the welfare of CYP by carrying out the necessary pre-employment checks. This also helps to ensure that our recruitment processes are transparent & guard against risks associated with modern slavery & human trafficking.

## AIMS

- ✓ To ensure that those involved in recruiting & selecting candidates are able to successfully test the candidate's ability & experience against a clearly defined person specification, the Organisation offers:
  - o Specific training in respect of safer recruitment & selection;
    - o Supervised/supported experience of recruitment
- ✓ Recruitment & selection is a key public relations exercise & should enhance the reputation of the Organisation. All candidates will be treated with

respect & courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

- ✓ The Organisation welcomes applications from people with disabilities & will always seek to ensure that we operate a fair & accessible recruitment & selection process, including making reasonable adjustments where necessary.
- ✓ All documentation relating to candidates will be treated confidentially in accordance with the Data Protection Act 2018 & the General Data Protection Regulation (GDPR).
- ✓ To ensure that no applicant receives less favourable treatment on the grounds of race, gender, disability, gender reassignment, age, social class, sexual orientation, religion or belief, marriage & civil partnership, pregnancy & maternity. Flexible recruitment practices may be adopted for those with a disability.

## RESPONSIBILITIES

**Mark & Julie Pickering**, as Directors hold the overall responsibility for the legal & proper implementation of the recruitment & selection process.

**Managers** ensure compliance with this policy & may be delegated responsibilities by the Directors.

**Simon Bradley**, Chief Executive Officer is responsible for the contract process.

**Training & Quality Manager**, may be delegated the responsibility to write the Job Description, Person Specification & adverts

## APPENDIX 1. RECRUITMENT & SELECTION PROCEDURE

The recruitment & selection checklist in Appendix 2 should be used in conjunction with this procedure.

### SECTION 1: PRE-RECRUITMENT PROCESS

#### Job Description & Person Specification

- Before any recruitment activity, it is good practice to review the job description & person specification to ensure they are up to date & an accurate reflection of what the job entails.
- A job description summarises the main duties & responsibilities of the post, & the post holder's responsibility to safeguard & promote the welfare of CYP with whom they have contact or for whom they are responsible.
- The required level of DBS must be made clear on the job description.
- The person specification should relate directly to the job description & set out the core qualifications, experience, skills & behaviours required to perform the role. It should also describe the competencies & qualities that the successful candidate should be able to demonstrate. Some criteria may be desirable rather than essential & it is good practice to highlight this.
- Contain this statement: *"Overworld AMP Ltd follow's the NCPCC's Safer Recruitment Guidance. All offers of employment will be subject to the receipt of a minimum of two satisfactory references where practically possible. One of the references must be from your current employer &/or your teacher/tutor."*
- Both job descriptions & person specifications must be completed at the same time & before the job is advertised.

#### Advertising the role

Internal & external advertisement strategies may be used to attract applicants & different media to use depending on the role. In extenuating circumstances, the Director may waive the need to advertise.

Each advertisement will detail that the Organisation is committed to safeguarding & promoting the welfare of CYP & expects all staff & volunteers to share this commitment, & that appointments made will be subject to safeguarding checks including an enhanced/basic DBS check.

#### The application process

1. All applicants will be required to submit a Curriculum Vitae (CV) & depending on the role the Senior Management may wish them to include a covering letter/email

2. Any gaps in academic or employment history should be covered in the interview

Where a role involves engaging in regulated activity relevant to CYP, the Organisation will include a statement in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to CYP, see Appendix 3

### **Internal candidates**

If internal candidates have the correct requirements & want to apply for the position, they are welcome to discuss with Mark Pickering

### **The Selection Panel**

If necessary, shortlisting & selection interviews will be completed by at least two people to ensure fairness & consistency & prevent bias. The same selection panel should both shortlist & interview candidates.

### **Shortlisting**

The panel should agree their criteria & evidence for selecting for interview; these should be objective, relevant to the role & measurable, & against the person specification & job description. In drawing up a shortlist there should be a systematic & consistent approach. All application forms should be assessed equally against the agreed criteria without exception or variation.

In all cases the panel should consider any inconsistencies in candidates' applications, look for gaps in employment & reasons given for them, & explore all potential concerns.

References will be taken up prior to interview as part of the shortlisting process – please refer to Section 3: Pre-Employment Checks/References for full details regarding references.

Once shortlisting is complete, shortlisted candidates will be asked to:

- ✓ Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with CYP, so that they have the opportunity to share relevant information & discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Information about any criminal offences committed in any country in line with the law as applicable in England & Wales
  - Any relevant overseas information
- ✓ Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the declaration at point of interview.

## Selection interviews

The following will need to be agreed in advance:

- ✓ Shortlisted candidates
  - ✓ Panel names
  - ✓ Interview dates & times
  - ✓ Interview venue
  - ✓ Interview questions & evidence
1. Interviews should be structured & led by Mark Pickering, Director or a deputy delegated in advance.
  2. All questions must be objective & relevant to the role. The panel may also agree some follow up or probing questions to be used as appropriate.
  3. It is important to be consistent in questioning to ensure fairness & avoid bias with candidates.
  4. At least one member of the panel must have had safer recruitment training. All interview panels should include the designated line manager for the role who has experience & an understanding of the role.
  5. You should measure the candidate's attitude & values regarding key concepts such as safeguarding, equality & diversity & the Prevent duty during the interview.
  6. If there are any unexplained gaps in employment history, then these should be fully explored at interview & documented. Further checks should be made as appropriate via referencing.
  7. Notes of questions asked & answers given at the interview must be made & retained by Julie Pickering the interviews.
  8. Candidates will be asked to bring to their interview documentary evidence of their identity that will satisfy DBS requirements i.e. their passport &/or birth certificate &/or driving licence, together with an additional document such as a utility bill that verifies the candidate's name & address. Where appropriate, evidence of relevant educational & professional qualifications should also be provided.
  9. The interview should include discussion of the candidate's self-declaration of any criminal record or information that would make them unsuitable to work with CYP.
  10. The Directors will have the final decision. The notes, should be signed by all interview panel attendees before filing
  11. A decision as to whether to appoint an individual to a role must be based upon an evaluation of the entire selection process & activities.
  12. Appointments must be made on the basis of a person's experiences, ability & suitability to perform the role, rather than on the urgency of the need of the availability of the candidate.

## SECTION 2: EMPLOYMENT OFFER

Following the interview, the recruiting manager will telephone the successful candidate. All offers of employment are made subject to clearances & should be conditional until satisfactory completion of all mandatory pre-employment checks. All other candidates will be informed that they were unsuccessful on this occasion.

For unsuccessful candidates their personal documents will be shredded immediately by Julie Pickering.

### Pre-Employment Checks

Employment will be conditional on the following:

- The agreement of a mutually acceptable start date & the signing of a contract;
- Verification of the applicant's identity & right to work (this should have already been seen at interview);
- Verification of qualifications, whether professional or otherwise, which the Organisation takes into account in making the appointment decision, or which are referred to in the advert, whether a requirement for the role or not;
- Verification of the applicant's employment history, as applicable;
- The receipt of a minimum of two satisfactory references (one of which must be from the applicant's most recent employer or if only recently out of school, their teacher/tutor) – please refer to the References section below for further information regarding what constitutes a satisfactory reference;
- Receipt of a clear DBS certificate (enhanced or standard, depending on job role) with barred list check for those in regulated activity. If there are any convictions these must be discussed with the candidate & in some cases, depending on the conviction, the offer of employment may be withdrawn
- Where relevant, confirmation that the applicant is not disqualified from working in connection with early or later years provision (Disqualification under the Childcare Act 2006, as amended);
- Any further checks which the Organisation decides are necessary if the candidate used to be a teacher & has/had associations with professional teaching associations
- Any further checks which the Organisation decides are necessary as a result of the applicant having lived or worked outside of the UK within the last five years for a period of three months or more, which may include an overseas criminal records check, letter of professional standing from the professional regulating authority in the country in which the applicant has worked, certificate of good conduct or professional references. This includes those who have lived or worked in the EEA.

In accordance with the current legislation & statutory guidance, the Organisation carries out several pre-employment checks in respect of all prospective employees. These checks are carried out to ensure that candidates are suitable to work for the Organisation, including satisfying the principles of the harm test as set out in Keeping Children Safe in Education, which state that a person may pose a risk of harm to children or vulnerable adults if they have:

- X Behaved in a way that has harmed a child/vulnerable adult, or may have harmed a child/vulnerable adult;
- X Possibly committed a criminal offence against or related to a child/vulnerable adult;
- X Behaved towards a child/vulnerable adult in a way that indicates they may pose a risk of harm to a child/vulnerable adult; or
- X Behaved or may have behaved in a way that indicates they may not be suitable to work with children/vulnerable adults.

In addition to the checks set out below, the Organisation reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work for the Organisation. This may include internet & social media searches.

In fulfilling its obligations the Organisation does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

### **Verification of identity, address & qualifications**

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address & any qualifications relevant to the job.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. Marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

### **References**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references where practically possible. One of the references must be from the candidate's current employer or where the candidate is in or has just left education, their teacher/tutor.

For references to be considered satisfactory, they must be completed by the candidate's current line manager or a suitably senior person within the referring organisation.

The candidate's new Line Manager, may call the referee & file a signed copy of their notes, file an email conversation or letter reply. They must:

- Liaise directly with referees & verify any information contained within references

- Obtain verification of the candidate's most recent relevant period of employment or education if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with CYP if applicable
- Secure a reference from the candidates current or previous teacher/tutor if they are still in or have just left education & have either no referee from employment or only one
- Resolve any concerns before any appointment is confirmed.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied & whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies identified between the reference & the interview notes will be considered by the Organisation's senior managers. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

It is recognised that many organisations only supply factual references i.e. Those which contain limited information such as job title & dates of employment. Although this will not necessarily disadvantage an applicant, the Organisation will contact the provider of the reference to clarify content where the information provided is insufficient to enable an informed decision to be made on the candidate's suitability for the role. This particularly applies with respect to safeguarding. the Organisation may also seek additional references before an appointment can be confirmed.

### **Disclosure & Barring Service (DBS)**

The Organisation will apply for an enhanced disclosure from the DBS & a check of the Children's &/or Adults' Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions that amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children or adults by inclusion on the relevant Barred List & to obtain other relevant suitability information.

For those roles that do not undertake regulated activity the Organisation will apply for a Standard or Basic DBS.

The DBS issues the DBS disclosure certificate, via paper copy in the post, to the subject of the check only, rather than to the Organisation. It is a condition of employment with the Organisation that the **original** disclosure certificate is provided to the Organisation as soon as practical after the certificate is received. For new starters, the DBS disclosure certificate must be evidenced on their first day of employment, if received in the post. Employment will remain conditional upon the original certificate being provided & it being considered satisfactory.

### **Starting work pending receipt of the DBS Disclosure**

If there is a delay in receiving a DBS disclosure, Mark Pickering, Director has discretion to allow an individual to begin work pending receipt of the disclosure certificate. Due to high staff ratios, all new employees will be supervised or in the presence of senior members of staff. There will never be a point where a CYP is alone with a new employee.

### **Applicants who have lived or worked outside the UK**

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the Organisation must make any further checks considered appropriate so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, the Organisation should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was an EEA country or other country in the world.

Where applicants are asked to provide further overseas information this will include, where available, a criminal record check from the relevant jurisdiction(s), a letter of professional standing from the professional regulating authority in the country in which the applicant has worked, or a certificate of good conduct (as appropriate) & / or references from any employment held.

Reference will be made to the Home Office Guidance on criminal records checks for overseas applicants. It is recognised that such checks can take time & in exceptional circumstances it may not be possible to obtain this information. Where this information is not available the Organisation should seek alternative methods of checking suitability &/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Work can only commence once sufficient overseas information has been received & only if the Organisation has considered that information & confirmed that the applicant is suitable to commence work.

### **Prohibition from teaching check**

If the candidate used to be a teacher the Organisation may use the Teaching Regulation Agency (TRA) system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the TRA. The GTCE list may also be checked.

### **Childcare disqualification**

Legislation states that it is an offence for the Organisation to employ anyone who is disqualified from working with CYP.

While Disqualification by Association no longer applies in schools, it remains the case that the relationships & associations that staff have in the Organisation & outside (including online) may have an implication for the safeguarding of CYP & as such there is an expectation that staff will speak to their Line Manager immediately if any such situation should arise.

## **Agency staff, Self-employed contractors & volunteers**

In all instances Julie Pickering or delegated manager must also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Agency staff**

The Organisation will independently verify the identity of individuals supplied by an agency & requires the provision of the DBS disclosure certificate before the start date of those individuals.

Contractors or any employees of the contractor must complete the pre-employment checks which the Organisation would otherwise complete for its staff. Contractors engaging in regulated activity will require an enhanced DBS certificate including barred list information.

The Organisation must also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Self-employed contractors**

Careful consideration should be given by the Organisation to the role completed by the contractor & if this falls into regulated activity, in order to make a decision about which checks are appropriate.

Self-employed contractors engaging in regulated activity will require an Enhanced DBS certificate including barred list information. Prior to their starting work, the Organisation may also validate relevant qualifications & source two references.

For all other contractors who will not have opportunity for regular contact with CYP, & who are not in regulated activity, it should be decided by Mark Pickering, Director whether a Standard or Basic DBS disclosure would be appropriate.

### **Volunteers**

It is the responsibility of the Mark Pickering, Director or delegated manager to undertake a written risk assessment & use their professional judgement & experience when deciding what checks, if any, are required. The risk assessment should consider:

- The nature of the work with CYP, especially if it will constitute regulated activity, including the level of supervision.
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents & other volunteers.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.

Under no circumstances will the Organisation permit an unchecked volunteer to have unsupervised contact with CYP.

Existing volunteers engaging in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information) unless the Organisation has any concerns.

**Retention & security of disclosure information**

It is the Organisation's policy to observe the guidance issued or supported by the DBS on the use of disclosure information.

The Organisation is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the Organisation will retain on their personnel file any relevant information provided as part of the application process.

- This will include copies of documents used to verify identity, right to work in the UK & qualifications. Medical information may be used to help the Organisation to consider reasonable adjustments if an employee has a disability, or to assist with any other workplace issue

This documentation will be retained by the Organisation for the duration of the successful applicant's employment with them. It will be retained in accordance with the Organisation's retention of records schedule after employment terminates.

If the application is unsuccessful, all documentation relating to the DBS application will be shredded immediately.

The same policy applies to any suitability information obtained about volunteers involved with the Organisation activities.

## APPENDIX 2: RECRUITMENT CHECKLIST

Action	Date completed	Completed by (please Initial)
Draft/review job description		
Draft/review person specification		
Job description & person specification approved by the Directors		
Advertisement written & approved		
Job description, person specification & advertisement given to Julie Pickering for filing		
Closing Date – applications to be assessed & shortlisted		
Compile a shortlist, if applicable		
Organise the interview panel		
Send 'regret at application stage' email to unsuccessful candidates		
Send invitation to interview email to applicant, including request for applicant to complete, sign & return self-declaration regarding criminal record or other information that may make them unsuitable to work with CYP		
Chase candidates who have not confirmed their attendance at interview		
<i>The Interview Day</i>		

Action	Date completed	Completed by (please Initial)
<p>Mark Pickering or delegated Manager collects the candidate</p> <p>Julie Pickering or delegated Manager takes photocopies of the following documents:</p> <ul style="list-style-type: none"> <li>o Identity information (usually passport or full birth certificate plus NI number)</li> <li>o Right to work (usually passport or full birth certificate plus NI number)</li> <li>o Qualification documentation as required by the post</li> <li>o Utility bill / bank statement / credit card statement issued within 3 months, or</li> <li>o Council tax bill issued within 12 months</li> </ul> <p>All documents must be verified with the employee's name &amp; signature, &amp; dated.</p> <p>In the case of right to work documents or passports, <i>I certify this is a true likeness of xxxxx &amp; date.</i></p> <p>Note – please advise candidates that their documents will be shredded if they are unsuccessful</p>		
<p>Check the CV that a full employment history has been provided. If not, or if any gaps in the applicant's employment history have been identified, check why this is &amp; make a note on the interview notes.</p>		
<p>Check whether the applicant has lived or worked overseas in the last 5 years &amp; make a note on the interview notes.</p>		
<p>Include discussion of self-declaration of criminal record or any relevant information</p>		
<p>Ask candidate to sign self-declaration form if hard copy not previously signed</p>		
<p>Panel review interview notes</p>		

Send regret following interview communication to unsuccessful candidates		
Contact successful candidate (by email or telephone) to inform them they have been successful & that the offer made is based upon satisfactory clearances		
Conditional offer of employment letter issued		
Successful contact of the candidate referees & notes given to Julie Pickering for the candidate's file		
Discuss next steps with panel if references & checks are not successful		
<b>Action</b>	<b>Date completed</b>	<b>Completed by (please Initial)</b>
Details of successful candidate & conditional offer made sent		
Offer accepted.		
Offer letter & successful candidate's email address forwarded to Simon Bradey to set-up candidates access to internal email & systems		

Checked by

Name

Date

