



## RECRUITMENT POLICY

### BRITISH COUNCIL FOR THERAPEUTIC INTERVENTIONS WITH CHILDREN

#### 1. Introduction

- 1.1 Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with equality of opportunity so that costly recruitment mistakes are avoided.
- 1.2 The recruitment process must result in the selection of the most suitable person for the role in respect of skills, experience, and qualifications. The BCTIWC aims to employ the best qualified personnel and operates equality of opportunity in accordance with the Equality Act 2010 in terms of selection, recruitment, training and career development for applicants.
- 1.3 This Policy defines the principles that the BCTIWC considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the BCTIWC.

#### 2. Equality and Diversity in Recruitment

- 2.1 We are committed to ensuring that the recruitment process is free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, gender, sexual orientation, gender reassignment, age, religious belief, marital status or disability. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- 2.2 All employees are required to comply with the requirements of the Equality and Diversity Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.
- 2.3 All policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

- 2.4 The BCTIWC will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made on the basis of, for example, appearance or a foreign name. There will be no assumption that a foreign national or someone from an ethnic minority has no right to work in the UK.
- 2.5 Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

### **3. Monitoring Equality and Diversity in Recruitment**

- 3.1 In order for us to monitor the effectiveness of the Recruitment and Equality and Diversity Policy it is necessary that all candidates complete the Equality and Diversity Monitoring Form. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially by the BCTIWC and in accordance with its Data Protection Policy.

### **4. Job Descriptions and Person Specifications**

- 4.1 A detailed job description must be provided for all new vacancies which provides a fair and accurate representation of the role. The job description will include a clear person specification.
- 4.2 The job description will describe the duties, responsibilities and seniority of the post and the person specification will describe the qualifications, knowledge, experience, skills, and competencies needed for the role to be carried out effectively.
- 4.3 A job description should be given to all candidates prior to interview to enable them to prepare adequately for the interview, which will improve the success of the interviewing process.
- 4.4 Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g., women, ethnic minorities, elderly or disabled persons.

### **5. Advertising of Vacancies**

- 5.1 Any job advertisements must not show any intention to discriminate unlawfully and should follow the Equal Opportunities Commission recommended code.

### **6. Shortlisting**

- 6.1 In order to shortlist candidates for interviews, the Company will:
  - 6.1.1 Identify specific job-related criteria using the job description.
  - 6.1.2 Match these criteria with those detailed in the candidate's CV;
  - 6.1.3 Use this information to select which candidates will be invited for interview.
  - 6.1.4 Applicants must complete a full working history, and gaps in employment must be declared including a reason for the gap in employment.
- 6.2 Candidates who apply for positions with the Company, whether through a direct advertisement or a recruitment agency, will always be informed of the outcome of their application as quickly as possible.

### **7. Recruitment Interviews**

- 7.1 The interview will focus on the needs of the job and skills needed to perform it effectively in accordance with the guidance and procedures set down in the Company's interview guidance notes.

- 7.2 Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. A record of every recruitment interview will be made and retained for a suitable period of time.

## **8. Offer of Employment**

- 8.1 All offers of employment are subject to suitability checks, this includes a DBS check. Candidates are requested to disclose any convictions during the application process, this includes transparency of SPENT convictions. References will be sought from previous employers, or previous employer and a professional known to the applicant.
- 8.2 Once the most appropriate candidate has been selected, the appointment and the terms and conditions of the offer of employment must be approved by a senior member of the BCTIWC.
- 8.3 An offer should be made in writing to the candidate and once agreed, a contract of employment should be raised and sent out with the offer letter.

## **9. Points-based system**

- 10.1 Employers will usually require a sponsor licence to employ a worker from outside the UK. This includes EEA and Swiss citizens coming to the UK to work from 1 January 2021.
- 10.2 The Company will comply with the requirements of the Home Office's points-based system for the employment of foreign workers. Where a worker is to be recruited who is subject to immigration control and does not have the right to work in the UK, it is the responsibility of a senior member of the BCTIWC to assess if sponsorship is appropriate.

## **10. References**

- 10.1 All employment offers are conditional upon receipt of two professional references which are satisfactory to the Company. The referees should usually be the applicant's current and previous employers although, in the case of a college or school leaver, a college tutor or teacher will be acceptable.
- 10.2 Details of referees will usually be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.
- 10.3 In some circumstances, the Company may require the applicant to provide details of referees prior to an offer of employment being made. With the applicant's consent, the referees will be approached and the responses received will form part of the selection decision.
- 10.4 References will usually be sought in writing and require that a standard reference form be completed. Details may be checked or clarified by telephone where necessary. If a response to a written request for a reference has not been received, then the Company will telephone the referee and may seek an oral reference instead.
- 10.5 If references which are satisfactory to the Company are not received within a reasonable timescale, then it may be necessary to withdraw the offer of employment.

## **11. The Bribery Act**

- 11.1 When recruiting for posts that may be vulnerable to bribery risks and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Company may need to carry out additional checks during the recruitment process.
- 11.2 These checks may include carrying out criminal record, bankruptcy, and credit reference checks and/or taking up additional references.

## **12. Qualification Certificates**

- 12.1 All applicants are required to provide evidence of qualifications. Confirmation will be sought from the relevant Examination Board if certificates cannot be produced.
- 12.2 The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.
- 12.3 If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Company at any stage during employment then the individual will be subject to disciplinary action and may be liable to dismissal.

## **13. Right to Work in the UK and Illegal Working**

- 13.1 It is against the law for a Company to employ a person who does not have permission to live and work in the UK. The Company will not employ an individual unless he or she has a legal right to work in the UK.
- 13.2 All offers of employment will be subject to the successful candidate providing the required original documents showing evidence of their right to work in the UK (on an ongoing or restricted basis). All necessary documents will be checked by a senior member of staff during the recruitment process. In order for the Company to carry out a check on the Home Office right to work checking service, the candidate must have shared their right to work details with the employer using the online Home Office service.
- 13.3 The requirement to prove a legal right to work in the UK will apply to every person who is offered employment with the Company, regardless of their race, nationality or ethnic or national origins.
- 13.4 If an applicant is not able to prove a legal right to work in the UK, then they will be advised to contact the Citizens Advice Bureau for further advice. In these circumstances, the employment offer will be put on hold while further checks are made.
- 13.5 In the event that an individual has time-limited permission to live and work in the UK he or she must provide evidence of his or her renewed right to live and work in the UK at the expiry of the current permission.
- 13.6 If it becomes evident to the Company during the course of an employee's employment that he or she does not have the right to work in the UK, the Company will, following an investigation into the circumstances and having established that the employee does not have the right to work in the UK, terminate the employee's contract of employment.
- 13.7 If a line manager becomes concerned that an employee in his or her team or department is working in the UK illegally, he or she should report the matter to a senior member of staff, giving reasons for the concern. They will then investigate the matter further.

#### **14. Personnel Records & Starter Procedures**

- 15.1 Personnel records are held by in an electronic file for all members of staff and will include, if applicable:
  - 15.1.1 Contract of Employment.
  - 15.1.2 Personal information – New Starter Form.
  - 15.1.3 Next of kin.
  - 15.1.4 Ethnic origin.
  - 15.1.5 Home address.
  - 15.1.6 Copy of passport (or similar proof of right to work).
  - 15.1.7 Copy of all qualifications.
  - 15.1.8 Changes to terms and conditions.
  - 15.1.9 Absence records.
  - 15.1.10 Current Disciplinary details.
  - 15.1.11 Records of any Training undertaken; and
  - 15.1.12 Records of Objectives and Performance Appraisals.
- 15.2 These records are held in a secure environment, only accessible to the relevant, senior members of staff. Employees will be asked periodically to confirm the information we hold on them is correct.

#### **15. Complaints Procedure**

- 16.1 Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the BCTIWC Chair, stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.

Chair of the BCTIWC: Helen Tozer, [helen@bctiwc.org](mailto:helen@bctiwc.org)

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