



# Recruitment & Selection Policy

**September 2023**



## INTRODUCTION

1. This policy statement sets out World Alternative Education and Supportive Housing's position in relation to the recruitment and selection process and seeks to promote and maintain best practice.
2. The recruitment and selection process is often the first experience that a potential employee has of an organisation. It is therefore important that the process is as professional as possible and promotes a positive image of World.
3. Successful recruitment and selection depends upon finding applicants with the appropriate level of skills and qualifications or competence to enable them to make a positive and innovative contribution to World's values and aims. It is therefore an especially important exercise.
4. The entire recruitment and selection process will be based on the criteria related to the skill and experience requirements of the job, the necessary competencies to perform the job and the potential for development. As such, everyone involved in the process must be clear as to what these are. Recruitment and selection should not only be seen as a mechanism for meeting current needs but should also have regard for future plans which may have implications for organisational resourcing.

## SAFE RECRUITMENT

5. World is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and requires all employees, agency workers and volunteers to share this commitment.
6. World will take all reasonable measures to ensure that all employees, agency workers and volunteers who work with or on behalf of these groups are competent, confident and safe to do so.
7. World will also follow our safeguarding policies and procedures to ensure that children in our care are safeguarded effectively.
8. It is imperative that all recruitment and selection activity is carried out in line with legislation and with World's Equality Statement. The responsibility lies firmly on those taking part in recruitment and selection decisions for ensuring that any campaign in which they participate is fair and reasonable.

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9. It is important that at least one person but preferably all those undertaking recruitment and selection campaigns receive training on World's recruitment and selection procedures and on equality awareness. This should ideally be prior to any involvement and give an understanding of how discrimination can occur in the recruitment and selection process to actively ensure that it is avoided.

## STAFF INDUCTION

10. World ensure all new staff understand the expectation of our host authorities and make this imperative in their induction into World.
11. All new staff will shadow a current employee for a week to quickly gain an understanding on how to approach the different types of young people we work with to allow them to be extremely efficient from the start of their employment.

## STAFF TRAINING

12. All staff at World take part in a CPD Programme that covers a range of staff training needs to make the staff both safe and effective.
13. Staff must complete an annual safeguarding refresher as a non-negotiable.
14. Staff also take part in a range of training/qualifications such as; First Aid, Minibus licence, Team Teach, and Mountain Bike Leadership.

## ADVERTISEMENTS

15. Posts must have the necessary approval prior to being advertised
16. All vacancies will be advertised either internally or internally/ externally if there is a business case. Generally, most vacancies will be advertised for a minimum of two weeks.

## PERSON SPECIFICATIONS

17. Only qualifications that relate to a statutory/mandatory requirement of the post should be included as Essential criteria.

## DEALING WITH APPLICATIONS

Headquarters: Moor House Adventure Centre; Rainton Gate, West Rainton, Houghton le Spring, Tyne & Wear. DH4 6QY.

Tel: 01915841703 (Opt. 5) Mob: 07792834117 Email: [abworld365@gmail.com](mailto:abworld365@gmail.com) Web: [www.worlds.org.uk](http://www.worlds.org.uk)



## Application Form

18. World will always use standard application forms throughout the recruitment and selection process. No other application forms may be used, curriculum vitae will not be accepted as a substitute and will not be used in any part of the Recruitment process. This will ensure that the same information is available on all applicants to enable comparison with the job criteria and between applicants.
19. The personal information provided on application forms will be used only for the reasons stated, in line with the General Data Protection Act 2019. e.g. selection process or monitoring. Information on applicants will be restricted to those employees of World directly involved in the recruitment and selection process.

## Acknowledgement

20. It is not possible to acknowledge all applications received. However, recruitment literature will clearly state when applicants can and cannot expect to receive information about their application.
21. As a general rule, late applications will not be accepted after the closing date. There may however be, where there is a justifiable reason, exceptions to this rule.

## Notifying Unsuccessful Applicants

- a. As a general rule, candidates unsuccessful in being shortlisted will not be contacted, however, the manager may want to thank them for their interest.

## SHORTLISTING

22. In Shortlisting candidates, managers must reasonably believe that all of the essential criteria have been met, albeit, not all may be specifically identified on the application form. Where it is not possible to identify before the interview whether a criterion is met, the box should be left blank and these must be confirmed through interview, testing or presentations.

## INTERVIEW

23. It is policy that all recruitment exercises must include an interview as a selection method, of which the results may be used in conjunction with the application form received.
24. An interview should also take place if there is only one applicant who is eligible to be interviewed.

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25. Rearranging an interview for a candidate will be at the discretion of the manager.
26. The interview panel should consist of at least two interviewers as a minimum.
27. Candidates for appointment should be selected on the basis of their ability to do the job.



## REFERENCES

28. All appointments are subject to satisfactory references.

## PRE-EMPLOYMENT CHECKS

29. All applicants who are successful at interview will be subject to pre-employment checks prior to the offer of appointment being confirmed including;
  - Personal Identification
  - references
  - certificates
  - disclosure
  - gaps in employment (up to 5 years for all posts with the exception of those posts requiring a safeguarding check)
  - disqualification by association (for early years and later years childcare posts)

## EQUAL OPPORTUNITIES & MONITORING

30. All applicants have an equal chance of being selected on the basis of job-related criteria only.
31. Where personal information has been requested for equal opportunities monitoring purposes, this will not be made available to the shortlisting and interview panel.
32. The recruitment and selection process will be reviewed to ensure that it is effective and that quality standards are being met so that the process can be improved. Monitoring will also help to identify problems in the process at an early stage.
33. In applying this policy, managers will take into consideration World's Equality Scheme and will not unlawfully discriminate in respect of any of the protected characteristics:
  - a) Age
  - b) Disability
  - c) Gender reassignment
  - d) Marriage and civil partnership
  - e) Pregnancy and Maternity

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- f) Race
- g) Religion or Belief
- h) Sex
- i) Sexual Orientation



34. Disability under the Act covers physical and mental impairments that have a substantial and long term adverse effect on an individual's ability to carry out normal day-to-day activities.

**POLICY REVIEW**

This policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy document will be reviewed in September 2024.

Signed by:

Andrew Burlison (Managing Director)