

SAFER RECRUITMENT POLICY



Eggtooth is committed to recruiting high calibre individuals who have the potential to learn, develop and support the organisation by applying a robust, safe, rigorous and fair recruitment process.

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1. Introduction

1.2 Eggtooth is committed to safeguarding the welfare of children and young people and ensures that safer recruitment practices are in place for recruitment relating to the appointment of employees who will be working with children and / or vulnerable adults.

1.3 Eggtooth is committed to equality of opportunity and opposes all forms of discrimination and abides by the Equality Act 2010 and Public-Sector Equality Duty by ensuring fair and non-discriminatory recruitment and selection practices are followed.

2. Scope

2.1 This policy applies to the recruitment of all fixed term, temporary and permanent posts.

2.2 Elements of this policy, particularly employment background and ID checks also apply to the appointment of self-employed associates of Eggtooth including Therapists and Practitioners.

3. Principles

3.1 Eggtooth seeks to recruit the best or most suitable candidate for a position based on merit and aptitude and in accordance with employment law.

3.1 All recruitment and selection decisions are free from unlawful discrimination on the grounds of gender, marital status, religion, nationality, race, colour, ethnic origin, political belief, sexual orientation, age, gender reassignment or disability. Such characteristics may be lawfully considered where there is a genuine occupational requirement.

3.2 At least one member of the hiring team must have completed Safer Recruitment and Safeguarding Level 2 training within the last 2 years.

3.3 All recruitment and selection decisions will be objectively assessed. If a member of staff involved in the recruitment and selection process has a close personal relationship with a candidate, they must declare this and will be excluded from being involved in any decision-making process.

3.4 All candidates who declare a disability will automatically be shortlisted and invited to interview if they meet the essential criteria of the person specification.

3.5 If a candidate declares a disability, Eggtooth will seek to make reasonable adjustments at all stages of the recruitment process to make this an inclusive experience.

3.6 The recruitment process must give sufficient time to promote equality of opportunity and broaden the pool of candidates.

3.7 All documentation relating to recruitment will be treated confidentially and used, retained and disposed of in accordance with the General Data Protection Regulations.

4. Authorisation to Recruit

4.1 Recruitment to any position should not proceed without first obtaining authorisation from the Board of Directors.

5. Advertising

5.1 All vacant roles should be advertised widely to ensure it reaches a broad pool of potential. This should include being included on the Eggtooth website and on social media platforms.

5.2 Adverts must include:

- Information relating to the principles, morals and background of Eggtooth
- Details about the role including a Job Description and Person Specification
- Relevant Child Protection and Safeguarding criteria
- An explicit statement that emphasises Eggtooth's commitment to both safeguarding and equal opportunities.

- Information about the safeguarding checks that will be carried out during the selection process

5.3 All roles will be advertised externally and also open to internal applicants. Roles may only be advertised as internal only where there is a budgetary reason for doing so.

5.4 Advertisement timescales must be reasonable. Internal vacancies will normally be live for a minimum of 1 week and external vacancies will be live for a minimum of 2 weeks. No vacancy is to be closed or shortlisted prior to the original closing date.

6. Shortlisting

6.1 Application forms must be completed by all candidates.

6.2 CVs will be accepted as additional evidence to an application form but cannot be accepted without a completed application form.

6.3 Shortlisting should be carried out by a minimum of two people. Shortlisting must be recorded and retained in line with our GDPR policies.

6.4 All applications should be checked to ensure that they are fully completed. Any anomalies, discrepancies or gaps in service should be identified. If appropriate and subject to shortlisting, these will need to be explored at interview and the responses recorded on the Candidate Assessment Form.

6.5 The shortlisting criteria will reflect the requirements of the job description and person specification and will be objectively applied consistently to all candidates.

6.6 As appropriate by role, all candidates that have been shortlisted must complete a self declaration form confirming no known reasons which deem them unsuitable to working with children or vulnerable adults.

6.7 References will be sought for all shortlisted candidates prior to interview where authorisation has been given and relevant details within the references discussed at interview.

6.8 If the field of applicants does not meet the essential criteria or is otherwise felt to be unsuitable, the post may be re-advertised.

7. Interviews

7.1 Shortlisted candidates will be invited to participate in a selection process which will include an interview. The candidates will receive advanced notification of the date, time, venue, selection panel and process. Shortlisted candidates must be asked if any reasonable adjustments are required to enable them to participate fully in the selection process. Where practicable, candidates should normally be given at least 1 weeks' notice.

7.2 The selection panel should comprise a minimum of two safer recruitment trained people (see 3.2 above) both of whom should have read the Eggtooth Recruitment policy.

7.3 All tasks and questions asked during the selection process must be predetermined and consistently applied to each applicant. They must provide an opportunity for a candidate to demonstrate the extent to which they meet the requirements of the job description and person specification. This must always include a question which assesses a candidate's knowledge and/or attitude towards safeguarding if applicable to the role.. They will be scored objectively and consistently.

7.4 If anomalies, discrepancies or gaps in service were identified at shortlisting these must be discussed and accounted for during the interview. If any information was disclosed on the self-declaration form this also will need to be explored and recorded at interview.

7.5 Selection activities must be fairly and consistently applied to all candidates.

7.6 The selection panel will compare aggregated scores for each candidate. Where there is a difference with the highest scoring candidate(s), they should discuss the scoring rationale and seek to obtain a unanimous outcome. Where this is not possible, advice must be sought from the Business Manager.

8 Appointment

8.1 All verbal offers are binding and should be made on a conditional basis subject to satisfactory completion of pre-employment checks.

8.2 The post will be offered to the highest scoring candidate providing the panel believes that the candidate reached a benchmark required for the role.

8.3 If the highest scoring candidate initially accepts the job offer and subsequently declines this, the MD will decide whether the post will be offered to the second highest scoring candidate.

8.4 It is the responsibility of the panel to notify all candidates of the outcome of the interview and give feedback to unsuccessful candidates if requested.

8.5 Any offer of appointment is subject to receipt of relevant and statutory pre employment checks including:

- Two satisfactory references, one of which must be from the candidate's current or most recent employer where applicable
- Verification of ID
- Confirmation of right to work in the UK
- Enhanced DBS certificate if the role involves regulated activity
- Verification of any relevant professional qualifications
- Fitness to carry out the duties of the role

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8.6 Any candidate who has lived or been overseas for 6 months or more in the last 5 years may require an overseas police check depending on the role. The candidate should be notified of the country or countries from which an overseas check is required.

8.7 All roles are offered subject to completion of a successful 6-month probationary period.

Written by	Franklyn Levey
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