

**Safer Recruitment**

**and Selection Policy**

**and**

**Operating Procedure**

# 1. Introduction

# This document sets out St Cuthbert’s, Darlingtonpolicy and operating procedure on safer recruitment and selection. St Cuthbert’s is committed to treating all employees and applicants fairly and to recruit the best person for each role within the church.

* 1. This policy is to be read in conjunction with St Cuthbert’s Equality and Privacy policies and also in conjunction with the Safeguarding policy. No decision regarding employment should be made without the decision maker having read, understood and complied with this policy, or those related to this policy, and where appropriate without the involvement of the HR service.

1. **Scope**
   1. This policy is applicable to the recruitment and selection of employees who are to be engaged to provide services for tSt Cuthbert’s irrespective of whether it is for temporary or fixed term or a permanent duration. This policy will be made available to all employees and applies to both internal and external recruitment.
   2. This policy also applies to individuals who are involved in St Cuthbert’s processes and procedures, including job applicants, employees, clergy, scholars and agency workers.
   3. St Cuthbert’s is committed to Safer Recruitment principles and practices.
2. **Key Responsibilities**
   1. The PCC:

* to endorse and commit to the Safer Recruitment and Selection Policy and Operating Procedure.
  1. The Operations Coordinator is responsible for:
* managing appeals against this policy raised by applicants.
* the approval process for this policy and procedure.
  1. The PCC is responsible for ensuring that:
* the policy, principles and processes reflect good practice and meet legal requirements that will protect St Cuthbert’s and its employees and also applicants who experience St Cuthbert’s recruitment and selection process.
* all staff involved in the recruitment and selection processes have received relevant training.
* recruitment and selection exercises operate in accordance with the approved policy.
* St Cuthbert’s abides by the Safer Recruitment and People Management Guidance issued by the Church of England.
  1. Managers are responsible for:
* promoting the principles of this policy to staff.
* adhering to the principles and process when engaged in recruitment and selection activity.
* ensuring they have completed the relevant training to be able to participate in the recruitment and selection exercises.
  1. Staff are responsible for:
* reading and understanding the contents of this policy and ensuring that when participating in any aspect of recruitment and selection within St Cuthbert’s that they adhere to the principles and process outlined in this policy.

1. **Recruitment Principles**
   1. All staff who take part in recruitment and selection exercises will have completed the Safer Recruitment and People Management training, and any other training deemed necessary.
   2. The recruiting manager will have overall responsibility for the recruitment process, including the shortlisting panel and interview panel.
   3. Any qualifications or requirements listed on the job description will only be categorised as essential criteria if they can be justified in terms of the role to be done.
   4. Information collected through equality monitoring is used only to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
   5. Selection tests will be specifically related to job requirements and should measure the person’s actual or inherent ability to do or train for work.
   6. It is not permitted for internal or external candidates to canvas interview panel members. Any applicant found to be canvassing the panel will be disqualified from the recruitment process.
   7. Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept by the HR service for no longer than 6 months in compliance with the UK General Data Protection Regulation and Data Protection Act 2018. Records will then be disposed of confidentially.
   8. St Cuthbert’s is able to make reasonable adjustments throughout the recruitment and selection process for any applicant who has a disability.
2. **Safer Recruitment at St Cuthbert’s**
   1. When a vacancy arises the recruiting manager will review the job description and person specification to ensure that the content is reflective of the vacancy. The recruiting manager will also complete the ‘DBS Role Assessment’ form to identify whether the role will require a Disclosure and Barring Service check and if so, what level is required. This will then be reflected in the job description. This will include consideration as to whether the job involves any ‘Regulated Activity’ with children and/or vulnerable adults.
   2. Individuals will be screened against the job requirements highlighted in the job description. An applicant should meet the ‘Essential’ criteria of the role to be shortlisted for an interview.

# Individuals interested in applying for a position with St Cuthbert’s will be provided with an application pack which will include all the information they will need about St Cuthbert’s and the advertised role. Applicants should apply for a role with St Cuthbert’s by completing the relevant application form, which requires the applicant to provide all the necessary information.

# Any gaps in employment should be explained at either the application stage or the interview itself to the satisfaction of the recruiting manager.

* 1. All interviews will be carried out face to face. If this is not possible, interview via video calling may be permissible providing prior approval has been sought from the PCC
  2. All candidates who are successful at interview and are offered a role, will be required to provide details of at least two referees, one must be from their most recent employment.
  3. Where the role requires a DBS check level Enhanced or above the successful candidate will be required to complete a confidential declaration form.
  4. All successful candidates will be asked at the offer stage to provide documentary evidence of their right to live and work in the UK. A full list of acceptable documents can be provided by the Operations Coordinator upon request.
  5. Candidates will not be able to start in the role until all pre-employment checks have been completed, this includes a DBS check if necessary, a confidential declaration form where required, a pre-employment medical questionnaire, the receipt of two satisfactory references and a right to work check. The candidate will also need to have signed and returned their Written Statement of Employment Particulars to the Operations Coordinator prior to commencing in role.

1. **Procedure**

All recruitment must follow the steps outlined below:

* 1. Once a vacancy arises, the recruiting manager must obtain approval from the PCC before advertising the vacancy. This is to ensure that the vacancy has passed through the correct channels of approval and to ensure that the recruitment does not conflict with any other ongoing employment related matters.
  2. The recruiting manager must produce a job description with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification section of the job description. If one already exists, the recruiting manager should review this against the current requirements of the role. A copy of this should be sent to the Operations Coordinator, to be held centrally. The Operations Coordinator will provide the recruiting manager with the necessary advice and guidance, as appropriate.
  3. Once the vacancy has closed, the recruiting manager must ensure that all applicants are shortlisted in line with the ‘Essential’ and ‘Desirable’ criteria listed on the job description. The Operations Coordinator will arrange for shortlisted candidates to be invited to interview, allowing candidates sufficient time to prepare and make their respective necessary arrangements.
  4. The recruiting manager must ensure that all candidates who are interviewed are put through the same process and asked the same questions to ensure a fair process has taken place.
  5. The recruiting manager will arrange for all candidates who are unsuccessful at the interview stage to be informed in writing. The recruiting manager will make the successful candidate a conditional offer of employment, which should set out the terms of employment offered.
  6. All offers are subject to pre-employment medical screening via a questionnaire, two satisfactory references, a check on relevant qualifications and eligibility to work in the UK. St Cuthbert’s reserves the right to request a third reference where appropriate.
  7. The Operations Coordinator will take up references as part of the pre-employment check process and requests for references will be made following the conditional offer being made to the successful candidate. The references must be signed off by the recruiting manager to ensure that they are satisfactory.
  8. If the DBS check, confidential declaration form or medical clearance are not satisfactory, the offer may be revoked. Similarly, the job offer may be withdrawn if the references are not satisfactory. Advice should be sought before a job offer is revoked.
  9. Under no circumstances is a new employee permitted to take up their employment with St Cuthbert’s until all pre-employment checks are completed by the HR service satisfactorily.
  10. Documentation from the shortlisting and interviews must be returned to the Operations Coordinator for secure storage. Only those that require access for specific and authorised purposes will be able to access this information. Once the period of retention has expired the documentation will be disposed of in line with our retention schedule.
  11. Once all pre-employment checks have been completed satisfactorily, confirmation of employment can be sent to the candidate and a start date agreed. The employee will be provided with two copies of their Written Statement of Employment Particulars prior to commencing employment. This must be signed and returned prior to commencing in the role with St Cuthbert’s
  12. The recruiting manager is responsible for ensuring the new employees’ induction is completed. Please refer to the Induction policy for more information.
  13. All new employees will be subject to a probation period, please refer to the Probation Policy for more information.

1. **Appeals**
   1. Employees who have concerns about any aspect of this policy or its operation should use St Cuthbert’s Grievance Policy and Operating Procedure.
   2. Prospective employees who have concerns about any aspect of this policy or its operation should write to the PCC Secretary following St Cuthbert’s complaints process.

# Changes to this Policy

* 1. This policy is non-contractual and St Cuthbert’s reserves the right to change this policy at any time. St Cuthbert’s employees will be notified of any such changes according.

# Review

* + 1. St Cuthbert’s will review this policy in line with the timescale below and also when there are any relevant changes in employment law that may affect the current content of this policy.

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| --- | --- |
| Policy Author |  |
| Date Written |  |
| Approved By the PCC |  |
| Implementation Date |  |
| Policy Review Date |  |
| Lead Reviewers |  |

**Appendix 1 – Recruitment of Ex-Offenders**

St Cuthbert’s complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly and we undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

We can only ask an individual about convictions and cautions that are not protected and we are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, marital or civil partnership status, pregnancy and maternity, physical/mental disability or offending background.

This policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

We are committed to actively promoting equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

We have ensured that all those at St Cuthbert’s who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, or in a separate discussion, St Cuthbert’s ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily prevent the candidate from working with St Cuthbert’s, however, before a decision is made, due regard will be given to the nature of the position and the circumstances and background of the offences. Any decisions made in such circumstances will be recorded and retained in compliance with the UK General Data Protection Regulation and Data Protection Act 2018.