



Recruitment Procedure

This procedure implements the Recruitment Policy and outlines processes for ensuring a consistent and fair method of recruitment across Young Epilepsy

BACKGROUND

This procedure has been written in compliance with relevant employment legislation including:

- Equality Act 2010
- Employment Rights Act 1996
- Employment Relations Act 1999 (Blacklists) Regulations 2010
- Police Act 1997
- Data Protection Act 1998
- Working Time Regulations 1998
- Human Rights Act 1999
- Part time Workers (Prevention of less favourable treatment) Regulations 2000
- Regulatory Investigatory Powers Act 2000
- Fixed term employees (Prevention of less favourable treatment) Regulations 2002
- The Employment Equality (Age) Regulations 2006
- Agency Worker Regulations 2010

This procedure also complies to Keeping Children Safe in Education where relevant.

It is the responsibility of Heads of Department to ensure that this procedure is applied in the recruitment of staff in their department.

Where references are made to Young Epilepsy, this includes staff working within St Piers.

The Recruitment department will assist managers in planning recruitment to meet and maintain agreed manpower plans, ensuring that Young Epilepsy policies and procedures are followed and implemented by trained staff.

PROCEDURES

Establishing a vacancy

It is the responsibility of each Directorate to establish its manpower plan in the annual budget round. This will give an agreed staffing level against budget and identify recruitment requirements for the financial year.

This is developed in line with Young Epilepsy income, student requirements and the overall strategy of the organisation. It is the Executives responsibility to ensure that manpower levels remain within budget.

Prior to any recruitment the following points must be actioned:



- The post must be within budget
- If the post is outside budget for any reason, the rationale must be given, and authorisation received from the Director of HR and Finance. Once authorisation has been gained then email to recruitment so that the post can be added into iTrent
- A Request to Recruit must be completed by the recruiting manager on iTrent and submitted for authorisation by the Head of Department,
- If replacing an existing post, it must be considered if the job requirements need to be the same or if the post should be re-organised to meet new requirements based on organisational need.
- Define the job role in line with departmental objectives; ensure there is an up-to-date Job Description and Person Specification, prior to recruitment.
- All Job Descriptions contain the following statement - 'Young Epilepsy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'.

Consider the answers to the following:

- Is the position required or does the post need to be re-designed in line with Directorate needs and business objectives?
- What are the hours required, part time, full time, job share, flexible?
- Is the position permanent, temporary or fixed term (if so for how long and what is the rationale for a temporary post)?
- Is an Agency temp required in the short term, if so, please consider additional agency costs?

Advice and support on any of the issues raised above should be sought from the Recruitment/HR.

Method of recruitment

The Recruitment process, for permanent and temporary staff, is supported by the Recruitment/HR department. They will provide support and advice to the recruiting manager on the most appropriate recruitment methods to be used.

Recruitment campaigns should be planned in advance of the anticipated start date to allow sufficient time for the recruitment process to take place and the appropriate pre-employment checks to be complete prior to employment.

Once a vacancy is approved the Recruitment/HR department will provide advice and guidance on the most appropriate method of recruitment to be used, taking into account the post, time available and recruitment and advertising costs.

All recruitment must take place via the iTrent recruitment module and will take account of the following:

All positions will be advertised internally on the Internal Vacancy intranet site, (unless for an exceptional reason, approved by the Director of HR).



If advertising externally, the medium to be used should be considered carefully to maximise response and minimise costs. Employment agencies/consultants will only be used in exceptional circumstances where the associated fee is approved and justified. Any speculative approaches from agencies must be referred to the Recruitment department.

To ensure equality of opportunity, applicants as a result of personal recommendation will be considered alongside other applicants (internal and external) and not in isolation.

All external advertisements will automatically be placed on the Young Epilepsy website via iTrent, where the job description and privacy notice will be available.

All external advertisements:

- will be non-discriminatory and in line with Young Epilepsy Equality and Diversity Procedure
- Young Epilepsy is committed to the principle and practice of equal opportunity in areas of race, colour, nationality, ethnic or national origin; gender or marital status; disability; sexual orientation, HIV status or gender re-assignment; religion, or philosophical beliefs; membership or non-membership of a trade union; or age
- must be placed by the HR department in line with Young Epilepsy branding guidelines
- will contain where possible 24-hour answer phone, email and website details, notification of an enhanced police check requirement and charity number
- will include the statement “Young Epilepsy strives to employ people that reflect the community it serves; therefore, applications from minority groups and people with disabilities are particularly welcomed.”

Recruitment materials and the Young Epilepsy website will also contain the following statement:

“We are committed to safeguarding and promoting the welfare of children and young people. An enhanced Disclosure and Barring Service check (formerly CRB) will be required.”

Genuine occupational requirement

A genuine occupational requirement exists, for members of support staff to meet specific age and gender requirements as defined in the Children’s Homes national minimum standards, as follows:

We recognise that most young people would prefer a carer of the same gender for all of their intimate care and where possible this option should be offered. The safety and dignity of the young people is of paramount importance, as is their right to exercise choice. Where a student chooses and prefers carers of opposite sex to provide personal and intimate care, then this should be provided where possible.

In accordance with the Equality Action 2012, there must be clear justification for a genuine occupational requirement to apply to any role within the organisation.



Remuneration

All new employees are remunerated monthly according to Young Epilepsy or national terms and conditions that are applied for certain posts. Advice should be sought from HR as to the appropriate salary level.

It is Young Epilepsy practice to include full time equivalent salary or salary range details in all advertisements together with pro rata salary, where appropriate.

The online application

The online iTrent application containing the following information is accessible from the Young Epilepsy website:

- Online application form including Equal Opportunities monitoring Job Description and Person Specification
- Any further information relevant to the post

Records

Full records of the recruitment process must be kept in line with the Equality Act 2010 and relevant employment legislation. These records will be kept by the Recruitment/HR department, in line with the Young Epilepsy Privacy Notice and the requirements of the relevant legislation and will include:

- Full details of the vacancy including copy advertisements
- Equality and Diversity data
- Applicant details
- Interview notes
- Test/Assessment details

HR will maintain a 'hold file' for unsuccessful or speculative applicants who may be of interest to Young Epilepsy at a later date, and, further to individual agreement, the application will be kept on record for a specified amount of time, usually 6 months.

Personal data contained in the recruitment records will be destroyed after the required time period, although statistical monitoring information will be kept longer for management information purposes.

The selection Process

Shortlisting

Hiring managers will shortlist candidates for interview in a consistent and objective manner to ensure that full and fair consideration is given to every application, and this process will be linked to the requirements of the vacant post as detailed in the Job Description and Person Specification. A record of the shortlisting process, showing reasons for rejection will be retained online.



Shortlisted candidates will be invited to interview by selecting available appointment times set by the hiring manager online.

All candidates to bring with them to interview right to work and proof of identity documents and if applicable any documents relating to immigration status (i.e., passport, driving licence, birth certificate, work permits and or visas etc.) and other relevant documentation as detailed in the Vetting Policy Summary Sheet.

The original of any professional qualification necessary for the post for which they are applying to be brought to interview. Copies of original documents may be retained at interview stage.

Candidates will be advised automatically via email if they have been unsuccessful at shortlisting stage.

Additional shortlisting checks for specific roles

In accordance with Keeping Children Safe in Education 2022, Young Epilepsy may undertake an online search as part of our due diligence on shortlisted candidates. This will be undertaken for all roles within our St Piers services, where the role holder will work alongside children and young people.

The online check will be undertaken by a member of the recruitment team.

The purpose of this is to identify any incidents or issues that may have happened and are publicly available online, which we may then further explore with the applicant at interview.

Applicants will be made aware via the application process that online checks may be undertaken.

Pre interview process

Prior to the interviews the Hiring manager will download the interview questions from iTrent, access their candidates' application forms and a copy of the job description and person specification.

It is the responsibility of the recruiting manager to provide copies of all interview documentation for the interview panel. Support and guidance regarding interview questions can be provided by the HR department.

Interview process

Interviews will be conducted in a transparent and consistent manner to enable a fair assessment of the candidates' capabilities. The applicant will in all cases be judged against the skills, competencies, experience, qualification, and requirements of the job role as identified on the Person Specification. A member of the HR team may form part of an interview panel, but this is not a requirement. Safer Recruitment training in interview skills is provided for all line managers and supervisors involved in the selection process.

At least one interview panel member will be Safer Recruitment trained.

The recruiting manager (or lead interviewer) will be responsible for ensuring that any gaps in employment are identified and discussed during the interview process.





The format of the interview and inclusion of any additional tasks, tests, meetings or visits will be considered where relevant to the post and communicated to the interviewee prior to interview. Any candidate assessments should be agreed in advance with the Recruitment Manager.

The interview should be a positive experience and each applicant should leave Young Epilepsy with a favourable impression of the organisation, whatever the outcome.

After the interview

The interview notes should be completed and an overall assessment of the candidate made, evaluating the results from all selection tools used against the person specification. The successful candidate will be the one who best meets the job and person requirements.

The recruiting manager should upload all candidates interview questions and make the relevant iTrent moves to offer or unsuccessful as appropriate. Once uploaded, interview questions can be destroyed securely.

the recruiting manager will move the successful candidate to offer and they will receive an provisional offer via iTrent, once the candidate has accepted the offer the Recruitment/HR department make an offer of employment to the successful candidate subject to vetting;

The start date will be agreed with the recruiting manager once all vetting has been completed satisfactorily.

Hiring manager will move the unsuccessful applicants to unsuccessful after first interview and generate iTrent rejection emails.

Feedback will be given to unsuccessful candidates if requested from a designated member of the interview panel.

Offers of employment

All offers (verbal or written) should be made by the Recruitment/HR department and are conditional upon the satisfactory completion of the vetting procedure.

Recruitment will send out a written provisional offer email (subject to vetting), principle statement of terms and conditions of employment, staff handbook and other relevant information relating to the offer.

Recruitment will be responsible for initiating and checking all completed pre-employment checks and each offer of employment is subject to the following conditions:

1. A police (DBS) check at the relevant level

- If a positive criminal record check is made or received and is outside the terms of the vetting policy, authority to proceed with the application must be sought from the Director of Service, Director of HR, prior to an offer of employment being made.
 - If an offer of employment is to be made the D S Lead and Lead Safeguarding Director will be informed of the candidates name, job title, area of work and the nature of the positive criminal record check.
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- The Director of Service and HR decision will be recorded in writing and include the date and type of disclosure, reference number, name of individual, post in question, recruitment decision taken.

When candidate receives DBS certificate, they should bring original DBS to HR department so that they can update records. In the case of the police check being received back which contradicts the applicants' declaration; serious consideration must be given to terminating the offer of employment.

2. Summary of required pre-employment checks

An offer of appointment to the successful applicant will be conditional on:

- Application Form fully completed online.
- A 'Personal Statement' form to be fully completed to verify any gaps or discrepancies in employment history.
- A written statement of declaration to be completed to verify any convictions, cautions, bind over's or reprimands in line with Young Epilepsy's vetting policy and Rehabilitation and Offenders Act, or if they are or have ever been, subject to any police investigation and/or prosecution in the UK or any other country.
- Verification of applicant's proof of 'Right to work in the UK' or proof of 'Entitlement to work in the UK' if not a national of a European Economic Area Country or Work Permit / Sponsorship
- Identity checks against passport/driving licence (new photo-type)/photo ID.
- Entitlement to work under Asylum & Immigration Act.
- Professional qualification or memberships/PIN numbers/registration checks.
- Health declaration / medical reference (if applicable)
- A minimum of two written references are required from current and previous employers/work placements/education/volunteering, which will be verbally verified validating continuous employment/work placements/education/volunteering over the last five years.
- DBS Police Disclosure Check (as above).
- Certificate of Good Conduct (if applicable)
- Young Epilepsy will request a reference where reasonably practical from the most recent employer for all applicants shortlisted for interview for a position in school or college.
- Satisfactory completion of a 6-month probationary period

In addition, the offer **may be** subject to:

A satisfactory medical reference or medical examination under the advice of Occupational Health

No employee may commence their employment prior to all pre-employment checks being in place and satisfactory.

HR will inform the recruiting manager when all the relevant documentation has been completed and signed and when all pre-employment checks are satisfactorily received. The start date will then be confirmed to all parties.



Recruitment monitoring

The success of the recruitment process will be monitored and evaluated by the following methods:

- Monitoring the effectiveness of each advert by recording the response, successful candidates and the cost
- Equality monitoring to check the diversity of applicants
- Review of vacancies, advertisements, terms and conditions of other local and similar employers

Induction

During the Company induction every new employee will receive a HR Induction which will include a review of the on boarding checklist and all payroll information to ensure the new starter can be uploaded into the payroll system. A full mandatory Young Epilepsy& St Piers Induction programme will be given to each new employee.

Employees joining in hybrid or remote roles will undertake a remote induction, including e-learning and trainer delivered (via Teams/online) mandatory training, to include Safeguarding training.

The departmental manager is responsible for inducting the new employee into their department and the new post. They must also ensure the attendance of the employee on all sessions of the Induction programme.

Probationary period

Employment is subject to a satisfactory 6-month probationary period for all employees except those on fixed term contracts of a period less than 6 months.

The line manager should regularly review the performance of the new recruit against the expected requirements of the post and general standards of conduct. Any concerns should be discussed with the employee immediately and if no improvement is made after further training and supervision this should be discussed with a senior manager and HR. The action taken will depend on the circumstances and may result in the probationary period being extended, or further to the statutory dismissal procedures, employment may not be confirmed.

Agency workers

The Agency Worker Regulations 2010 came into force 1st October 2011 and means that agency workers are entitled to forms of equal treatment. After a qualifying period of 12 weeks their basic terms and conditions of employment must be no less favourable than the terms they would have been entitled to, had they been hired directly by Young Epilepsy.

Agency worker entitlements

From Day 1 of their individual assignment agency workers are entitled to access Young Epilepsy facilities (e.g. dining room) and will be given access to information about any job vacancies.



After 12 weeks in the same job: The equal treatment entitlements relate to pay and other basic working conditions (annual leave, rest breaks etc) and comes into effect after an agency worker completes a 12-week qualifying period in the same job with Young Epilepsy. After completing the qualifying period, pregnant agency workers will be able to take paid time off for ante-natal appointments during an assignment.

Recruitment of agency workers

All initial requests to use a new recruitment agency, should be made to the Recruitment team in the first instance to ensure that they are compliant under the agency worker regulations. The HR department will ensure any agencies that are used have been given relevant information about the Young Epilepsy's terms and conditions and policies, in accordance with the Agency Worker Regulations 2010.

Monitoring

The HR department keep a central list of all agency staff and agency details. The recruiting manager will be responsible for monitoring the duration of agency worker assignments and for notifying Recruitment of any changes. The HR department must be advised if a decision is made not to use an agency worker or if the services of an agency worker are temporarily suspended. The recruiting manager is responsible for ensuring the agency worker hands in any Young Epilepsy property (e.g., swipe card) at the end of an assignment.

If house visits are required as part of the recruitment process and these visits may take place outside of school hours but adjustments can be made.

Potential impact in that many roles involving client contact are physically and emotionally demanding and require a level of physical and mental ability and wellbeing. This potentially excludes people with disabilities. The revision of the policy must be clear on the following:

- How the physical nature of the job is quantified and how potential candidates are assessed against these parameters.
- How the emotional nature of jobs is quantified and how potential candidates are assessed against these parameters.

This procedure is agreed by the Director of HR and will be implemented by all departments.

Signed:

Date: 9 January 2023

A handwritten signature in black ink, appearing to read 'Sarah Stookes'.

Sarah Stookes
Director of HR

Date of review: 09/01/23
Date of next review: 01/09/23
Author: Kelly Canham



Version table

Date of creation:

Approved by:

Version no.	Date of changes	Reasons for change	Changes made by
2	9.1.23	To reflect KCSIE requirements and changes to induction process.	Kelly Canham