

# RECRUITMENT & SELECTION POLICY

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*Policy Document OP-09*

## RISE LEARNING ZONE RECRUITMENT & SELECTION POLICY

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RISE Learning Zone is based on core approaches of **integrity, inclusion,** and **ownership and** we aim to ensure those underpin all our recruitment and selection methods, processes and decisions.

The aim of our Recruitment and Selection Policy is to ensure that RISE Learning Zone:

- attracts and recruits the best candidates
- recruits staff in line with safeguarding best practice to ensure the protection of the children, young people and vulnerable adults with whom we work
- works within the guidelines of its Equality and Diversity Policy to ensure that staff are recruited through fair, efficient and non discriminatory practices
- provides a consistent, lawful, transparent and fair approach to the recruitment of staff throughout RISE Learning Zone
- is working towards a diverse workforce

This policy applies to all recruitment and selection processes that appointment of an individual to a post - whether that individual is an external or internal candidate.

Most post will be advertised internally first and occasionally externally unless there are staff at risk of redundancy where the post may be held for redeployment or occasionally for interim arrangements where a ring fenced recruitment process may be more appropriate.

The Management Team does not permit the use of recruitment agencies in recruitment.

We are happy when staff encourage people they know to work for us. However, other than in exceptional circumstances, a member of staff cannot have line management responsibility for their partner, a close family member or a close friend. Therefore, applicants who are related to or closely connected to existing staff

may not be able to be considered for certain vacancies. The Management Team will advise.

For all appointments, if any candidate is known to any recruitment panel member either professionally or socially eg a family member or close friend, the member must inform the Management Team at the earliest opportunity. The team will assess the nature of the acquaintance and will determine whether or not the panel member should withdraw from the process to avoid any perception of favouritism or discrimination. The declaration and subsequent decision must be documented in the recruitment paperwork.

It is acknowledged that internal candidates will be known to panel members and that it is not always feasible in such cases to avoid interviewing someone that you know well. It is important that when interviewing only information gained from the recruitment process is used when making a selection decision.

RISE Learning Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In line with this all appointments are subject to an enhanced DBS check and reference checks. We will not discriminate unlawfully against those with a criminal record but need to balance this with the safeguarding of those with whom we work.

The Recruitment and Selection Policy applies to any member of staff or who is involved in recruitment and selection. Training or coaching will be offered for all those involved in recruitment and selection processes. Where external partners are included in our recruitment processes they are expected to abide by the principles and spirit of the procedure.