

WARD

EDUCATION & TRAINING

Recruitment Policy

Ward Education Ltd

124 City Road, London, England, EC1V 2NX

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1. Introduction

This Policy sets out the commitment of the company to ensure its recruitment procedures are effective, fair, and non-discriminatory.

The aim of the Policy is to ensure that the recruitment activities of everyone within the company:

- Comply with the Equality Act 2010
- Provide opportunities for members of the local community, regardless of ethnic, social or economic background
- Are objective and fair
- Will identify, reject or deter applicants who are unsuited to work with children or vulnerable adults where the role will involve such work
- Meets our data protection obligations
- Comply with the Home Office Right to Work in the UK

2. The Recruitment Process

When directly recruiting new employees, we will follow the process set out below:

A. Job descriptions

Each role we recruit for will have a job specific description setting out the key roles and responsibilities of the role.

The job description should include a person specification setting out the key personal qualities and qualifications/certifications required to carry out the role properly. Any personal qualities should be relevant to the performance of the particular role and capable of objective assessment.

B. Advertisement

Each available job shall be advertised to the public and internally.

To ensure that job opportunities are made available to the local community as a whole they will be advertised through widely accessible channels such as local job centres, websites and newspapers. Where the role requires specific vocational qualifications then it may also be advertised through relevant industry publications and websites as well as, but not in place of, local channels.

All advertisements should summarise the role and inform potential applicants where further information including the job description can be obtained.

Within the advertisement, our commitment to the Equal Opportunity of will be made apparent, as will the importance of the individual being able to demonstrate their Right to Work in the UK.

All advertisements should specify a realistic closing date for applications.

C. Application forms

All applicants, regardless of how they became aware of the role, will be required to complete a standard application form. The application form shall require the applicant to provide contact information, education and work history and to set out how they meet the person specification.

The application form should not ask the applicant to provide information about his/her health except in relation to any adjustment to the applicant may require to the application process due to health impairments or disability.

All applications received by the specified closing date shall be considered.

D. Sifting

Each application form for the role shall be assessed by same person or persons against the job description.

Any information collected for the purposes of monitoring equality and diversity must be separated prior to the sifting process and not considered as part of that process.

Each person assessing the application forms should make a brief note as to why they feel each applicant does or does not meet the job description.

Those applicants who are assessed as having met the job description shall be invited to interview.

E. Interview

Each applicant who has successfully passed the sifting stage shall be invited to an interview in writing and asked to confirm his/her attendance.

All interviews for the role should be conducted by the same two or more persons.

A set of standard questions shall be devised for each role to be asked of each applicant. Written notes of each interview shall be made.

F. Final decision and offer of employment

On completion of the interview process the persons responsible for recruitment shall confer and make a final decision based on the application form and interview responses for each applicant.

A conditional offer of employment shall be made to the successful applicant(s) in writing and this should set out any pre-employment checks the applicant is required to undergo.

References should be taken up only once a conditional offer of employment has been taken up.

G. Pre-employment checks

The following checks should be undertaken once a conditional offer of employment has been made: These will always include:

- Obtaining proof of right to work in the United Kingdom
- Health questionnaire
- References
- The inspection and copying of any pre-requisite qualifications or certifications

Additional checks may include:

- DBS checks where the role involves working with children and/or vulnerable adults (see Safeguarding below)
- Credit checks where the role involves handling money/access to Company accounts

3. Equality & Diversity

The company is committed to equality and diversity in all aspects of employment. It is therefore imperative that the recruitment process is in itself not indirectly discriminatory or carried out in a discriminatory way.

Accordingly, the following (taken from the Company Equal Opportunities Policy) must be taken into account during the operation of the above process:

- All vacancies will be advertised internally and will be made accessible to all employees, including those on maternity, paternity or adoption leave. However, in circumstances of restructuring or redundancy it may be necessary to ring fence available vacancies for those employees whose positions are at risk.
- All recruitment decisions will be based on fair and objective criteria. The company will not make assumptions that only certain types of person will be able to perform certain types of work. Any decision will be made on the basis of an individual's suitability to perform the role.
- All selection tests will be job specific and should be devised to test an individual's suitability to perform that particular role.
- The company will take all reasonable steps to remove barriers to the recruitment process or employment where these may disadvantage applicants who have a certain protected characteristic. This may include making recruitment materials available in alternative formats, making adjustments to recruitment assessments and making sure that vacancies are advertised in the local community in a manner that is visible to all demographic groups.
- Where an applicant has a disability and believes that they will be disadvantaged by the company recruitment process they should make the company aware of this as soon as possible in order that the company can make reasonable adjustments to the process with the objective of removing that disadvantage.

4. Safeguarding

Some of the job roles within the company may from time to time involve working with children and vulnerable adults. The Company therefore has a legal obligation to take all reasonable steps to ensure that those people are suitable to work with children and vulnerable adults.

The Company will therefore implement the following additional process when the role to be recruited requires working with children or vulnerable adults:

The Company will require any individual to who it has made a job offer to apply for an enhanced Disclosure and Barring Service (DBS) check (including checks against the Children and Adults Barred Lists) where the role involves working with children and vulnerable adults.

Any such potential employee will not be permitted to commence work until he/she has provided a copy of the DBS certificate to the Company.

Potential employees who are listed on the Children or Adult Barred Lists will not be permitted to commence employment.

Where the DBS check discloses a criminal conviction which has not lead to automatic Children or Adult Barring then the Company will risk assess the employee's suitability for employment based on the following factors:

1. The type of offence(s)
2. The severity of the offence (s)
3. The age of the candidate at the time of conviction
4. The nature of the role.

Overseas applicants – where the applicant has not lived in the UK for long enough to obtain a full DBS check then the Company will require the applicant to provide a comparable disclosure from his/her previous country of residence.

Agency Workers

The Company will notify the Employment Agency of the requirement for an enhanced DBS check and will require sight of the certificate and where the certificate is more than 12 months old, the results of a recent DBS Update Service check. Including the Right to Work in the UK

Contractors

The individual will either be required to undergo an enhanced DBS check or confirm and disclose for inspection proof that they hold an appropriate licence, the pre-requisite of which was an enhanced DBS check. Including the Right to Work in the UK

Volunteers

The individual will either be required to undergo an enhanced DBS check or confirm and disclose for inspection proof that they hold an appropriate licence, the pre-requisite of which was an enhanced DBS check. Including the Right to Work in the UK

5. Data Protection

The Company will keep copies of DBS certificates and other related documentation for no longer than is necessary and for a maximum of 6 months from the date on which the recruitment decision was made. The documents will either be returned to the applicant or destroyed by shredding.

Whilst in the possession of the Company access to the documentation will be permitted only to those making the recruitment decision and the Director and these persons shall not disclose this information in any way except as required by law or with the consent of the individual concerned



Thomas Worthing | Director
Ward Education Ltd