



Torbay Parents Participation Forum

Staff Employment, Recruitment and Selection Policy

1 Purpose

- 1.1 To make it clear that we will not directly employ staff but will use a 3rd party organisation to employ and host staff on our behalf, but will be involved in the recruitment and selection of these staff. To set out the minimum requirements of the recruitment process we use that will:
- ✓ Attract and select the best possible applicants to vacancies
 - ✓ Deter, identify and reject prospective applicants who are unsuitable for work with children or vulnerable adults
 - ✓ Meet statutory requirements of the Equality Act 2010
 - ✓ Treat all applicants fairly and clearly.

2 Employment

- 2.1 We will not directly employ staff but will use a 3rd party organisation to employ and host staff on our behalf. Therefore all employment duties will be retained by the 3rd party organisation we use to employ and host staff. We will, however be involved in the recruitment and selection of staff employed and hosted by the 3rd party organisations on our behalf.

3 Recruitment and Selection Procedures

- 3.1 Torbay Parents Participation Forum is vigilant in our recruitment procedures. We follow this procedure every time we recruit a new staff member to our team.

4 Identification of recruiting panel

- 4.1 We will have a minimum of three people (at least one of whom will be representing the 3rd party organisation who will be employing them on our behalf) on our recruiting panel. The same people on the recruitment panel will be involved in every step of the process.

5 Advertising

- 5.1 We will use a combination of the following resources to advertise vacancies: local newspaper(s), job centre, local partner agencies/organisation and our own websites.
- 5.2 All our adverts will mention a brief description of our service users (parents/carers of children/young/peoples who have Special Educational Needs and/or Disabilities (SEND) and/or children/young people who, themselves, have Special Educational Needs and/or Disabilities (SEND))
- 5.3 All applicants will be subject to a satisfactory enhanced DBS (Disclosure and Barring Service - previously the Criminal Records Bureau) checks and at least two independent references.

6 Job application pack

- 6.1 Any person enquiring about a post will be supplied with a job application pack which as a minimum, will include:
 - A Job description and person specification
 - An application form
 - Contact details for more information
- 6.2 All applicants must complete, in full, an application form. CV's will not be generally be accepted.

7 Short-listing

- 7.1 We shortlist all candidates against the person specification for the post.
- 7.2 We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- 7.3 We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

8 Interview stage

- 8.1 Interviews will always be face to face.

- 8.2 A minimum of three people (at least one of whom will be representing the 3rd party organisation who will be employing them on our behalf) will sit on the recruitment and interview panel. All will be involved in the overall decision making.
- 8.3 At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and may also be asked to produce documents to prove they are eligible to work in the UK.
- 8.4 At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas relevant to the post.
- 8.5 Candidates will be given a score for their answers
- 8.6 Candidates will always be required
- to explain satisfactorily any gaps in employment
 - to explain satisfactorily any anomalies or discrepancies in the information available
 - to declare any information that is likely to appear on a DBS disclosure
 - to demonstrate their capacity to safeguard and protect the welfare of children and vulnerable adults
- 8.7 Each shortlisted candidate may be asked to take part in a practical exercise as part of their interview, but will be informed if practical exercises will be required within their notification of being shortlisted and invited to interview.
- 8.8 We will then select the most suitable person for this position based on these scores and their knowledge and understanding relevant to the post for which they have applied.
- 8.9 Each candidate will receive communication from us stating whether they have been successful or not.

9 *Employment checks*

- 9.1 The successful candidate will be offered the position subject to at least two references from previous employment or in the case of an unemployed person or school leaver, two references from other

appropriate sources (e.g. a tutor, personal friend who is an upstanding member of the community or a professional). These references will be taken up BEFORE employment commences.

- 9.2 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 9.3 Referees will always be asked specific questions about
- the candidates suitability for working with our service users (children/young people and/or parents/carers in relation to SEND issues of a child/young person)
 - any disciplinary warnings, including time expired warnings that relate to safeguarding
 - the candidates suitability for the new post
- 9.4 The successful candidate will be subject to an enhanced DBS check (Disclosure and Barring Service) previously known as a CRB check (Criminal Records Bureau) prior to starting work.
- The new employee will not have unsupervised access to any children or vulnerable adults before the DBS check comes back and a decision is made about that person's suitability.
- 9.5 All qualifications may be checked against actual certificates and copies taken for their personnel files.

10 Induction

- 10.1 For all new staff, there is a staff and volunteering handbook and an induction programme that includes training and opportunities to read and discuss policies and procedures.
- 10.2 Throughout the induction period, all new staff members will have regular supervision to discuss how it's going and identify any further training and development needs.

This policy was formally adopted by the Forum at the AGM in May 2015