

RECRUITMENT AND SELECTION POLICY
for
POLISH & EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD.
(PEEC FAMILY CENTRE LTD.)

POLICY STATEMENT

PEEC Family Centre Ltd. will enforce its Equal Opportunities Policy in the recruitment and selection of all employees, volunteers and contractors. The recruitment and selection process must be seen to be open and fair and comply with all relevant regulations with respect to publicity and advertising.

PURPOSE

The purpose of this procedure is to describe how PEEC Family Centre Ltd. recruit and select employees for full/part-time, permanent/temporary positions in the organization. It also describes how the organization recruits volunteers and select contractor/service providers. Following this procedure will ensure that PEEC Family Centre's Ltd. Equal Opportunities Policy is enforced and monitored.

SCOPE

This procedure applies to all employments within PEEC Family Centre Ltd., including the recruitment and selection of volunteers and the selection of contractors/service providers.

RESPONSIBILITIES

The Management/Executive Committee/Board of Directors/Trustees

The Management/Executive Committee/Board of Directors/Trustees has ultimate responsibility for all employees of PEEC Family Centre Ltd.

The Management/Executive Committee/Board of Directors/Trustees has ultimate responsibility for ensuring the enforcement of the Equal Opportunities Policy of PEEC Family Centre Ltd. in the recruitment and selection process of all employees, volunteers and contractors/service providers.

The Management/Executive Committee/Board of Directors/Trustees has ultimate responsibility for ensuring that members of the 'governing body', all employees and volunteers have **police clearance through an enhanced Criminal Records Bureau (CRB) check.**

They are responsible, in conjunction with the Chief Executive/Project Manager for the recruitment and selection of senior employees.

The Chief Executive

The Chief Executive/Project Manager is responsible for ensuring the implementation of this procedure. He/she is also responsible for ensuring the enforcement of PEEC Family Centre's Ltd. Equal Opportunities Policy in the recruitment and selection process.

The Chief Executive/Project Manager is responsible for co-ordinating the recruitment and selection of senior employees. He/she is responsible, in conjunction with the Management/Executive Committee/Board of Directors/Trustees for conducting the recruitment and selection of senior employees.

The Chief Executive/Project Manager is directly responsible for ensuring that members of the 'governing body', all employees including him/herself, and volunteers have **police clearance through an enhanced Criminal Records Bureau (CRB) check**.

The Chief Executive/Project Manager is responsible for ensuring the proper induction of senior employees.

Line Manager(s)/Supervisor(s)

The Line Manager(s)/Supervisor(s) is responsible for assessing the human resource requirements in his/her area of activity/responsibility.

He/she is responsible, in conjunction with the Administrative Officer, for conducting the recruitment and selection process for junior employees and volunteers.

He/she is responsible, in conjunction with the Administrative Officer for inducting junior employees and volunteers.

He/she is responsible for ensuring that CRB checks for employees and volunteers in his/her area of activity/responsibility are made and in order.

Administrative Officer

He/she is responsible for co-ordinating the recruitment and selection of all employees.

He/she is responsible, in conjunction with the Line Manager(s)/Supervisor(s)/Chief Executive/Project Manager for conducting the recruitment and selection process for junior employees.

He/she is responsible, in conjunction with the Line Manager(s)/Supervisor(s) for the recruitment and selection process for volunteers.

He/she is responsible, in conjunction with the Line Manager(s)/Supervisor(s) for inducting junior employees.

He/she is responsible for the safe keeping of all **Clearance Certificates** ensuring that they are renewed as and when necessary.

PROCEDURE

Notification of Vacancies

All Line Manager(s)/Supervisor(s) must assess resource requirements in his/her area of activity or area of responsibility on a regular basis (quarterly).

Identified human resource requirement must be notified to the Chief Executive/Project Manager.

The Chief Executive/Project Manager must review the human resource assessment with the submitting Line Manager/Supervisor.

If agreed, the Line Manager/Supervisor must complete the **Notification of Vacancies (NOV) Form 1**. The Notification of Vacancies (NOV) Form 1 must be assigned a unique record number by the notifying Line Manager/Supervisor.

Once a vacancy has been agreed, the notifying Line Manager/Supervisor must draft the relevant job description and person specifications.

The Chief Executive/Project Manager and the notifying Line Manager/Supervisor must agree on the job description and person specification.

The Chief Executive/Project Manager must follow the same process (as in paragraphs 4 - 6 above) in the recruitment and selection for a senior position, in conjunction with the Chair and/or the Treasurer of the organization.

The Chief Executive/Project Manager must inform the Management/Executive Committee/Board of Directors/Trustees of all full and part-time permanent, as well as, temporary vacancies.

All volunteer vacancies must be notified to and approved by, the Chief Executive/Project Manager.

The Management/Executive Committee/Board of Director/Trustees must ratify vacancies for managerial/supervisory positions.

Advertising Vacancies:

All full and part-time, permanent and temporary vacancies, including volunteer vacancies must be advertised in the public press and relevant specialist publications, in accordance with *(the organisation's)* Equal Opportunities Policy.

Line Manager(s)/Supervisor(s) of approved vacancies, in conjunction with the Chief Executive/Project Manager must agree the format and wordings of the advertisement including any logo that may be attached.

The Administrative Officer must prepare relevant information pack(s) for the vacancy (ies) being advertised. This must include PEEC Family Centre's Ltd. Equal Opportunities Policy monitoring form **EOPM 1**.

The Line Manager/Supervisor, in conjunction with the Administrative Officer and Chief Executive/Project Manager, must agree an action plan which must detail the recruitment and selection process from the time of advertisement up to and including the induction of the new employee.

Application for all vacancies must be directed in the first instance, to the Administrative Officer or a designated member of the administrative staff.

The Administrative Officer or a designated member of the administrative staff must copy each application received, one each for members of the interview panel.

Originals of all applications received must be filed in an appropriate file held by the Administrative Officer.

The Administrative Officer should acknowledge all applications for vacancies, including speculative applications, after consultation with the relevant Line Manager/Supervisor and the Chief Executive/Project Manager.

Assessment of Applicants:

All applicants for employment in the organization must complete the relevant application form.

All applicants must in the first instance be assessed against agreed criteria based on both the job specification and person specification.

The short-listing of applicants for interview must be initiated and completed with 5 working days of the closing date for the receipt of application forms.

For an applicant to be considered for interview, they must score above a predetermined minimum rating, based on all the elements of the person specification.

Applicants selected for interview must be those with high enough rating based on the 'essential' elements of the person specification.

Where two or more applicants have the same rating based on the 'essential' elements of the person specification, the 'desirable' elements of the person specifications must be taken into consideration in order to reduce the number of interviewees.

All applicants short-listed for interview must be informed in writing within two working days of the completion of the short-listing process.

Applicants for interview must be given not less than 5 working days' notice of the interview.

Interviewing Applicants:

The interviewing panel for vacancies relating to junior staff must include the relevant Line Manager/Supervisor, the Administrative Officer and other person deemed necessary by the Chief Executive/Project Manager.

The interviewing panel for senior employees must include a member of the Management/Executive Committee/Board of Directors/Trustees, (Chairman/Secretary/Treasurer) depending on the post being recruited for, the Chief Executive/Project Manager and an external independent person.

Each member of an interviewing panel must have the relevant completed application form. No other details (e.g. equal opps. monitoring form) of the interviewees must be given to interviewers.

Each member of the interviewing panel must be provided with specific questions to ask at the interview.

The interviewing panel must select from amongst themselves a lead person for the purpose of the interview process.

Each member of the interviewing panel must rate the performance of each applicant from 1 to 10, under the following categories:

- general attitude of the applicant;
- ability to communicate fluently and clearly;
- understanding of the specific requirements of the job;
- general understanding of organizational structure and team work;
- general experiences, not necessarily related to the specific requirements of the job (e.g. life experiences);
- reaction to close questioning/scrutiny and ability to respond adequately; and
- the applicant's confidence/lack of confidence/over confidence in his/her ability to perform the functions of the job.

At the end of the interview, the lead person must provide the interviewee the opportunity to ask any questions relevant to the job and/or the organization.

The lead interviewer must also inform the interviewee of any other condition(s)/requirement(s) that would be needed should the applicant be offered the position (e.g. the need for a **CRB** clearance in the case of prospective employees who may be in regular contact with children/young people and/or vulnerable adults or as a policy of the organisation).

The interviewee must be informed about the time scale of the decision process.

Each member of the interviewing panel must document their rating of each interviewee during the interview. These ratings must be supported by comments, which the panel would then consider in the process of making their decision.

The interviewing panel must make their decision based on the overall rating of the applicants. The applicant with the best/highest overall rating must be first in line for the offer of the job provided there are no serious concerns raised by any member of the panel. Any serious concern raised by a panel member must be documented and given due consideration by the panel. The views of each panel member must carry equal weight and the final decision must be reached by consensus.

The decision of the interview panel must be final and not subject to review and/or overturn by anybody.

The lead interviewer must collate all ratings and comments. These must be used to provide feedback to applicants that have not been successful.

The successful applicant must be informed in the first instance by telephone within 24 hours of a decision being made. A letter, conditionally offering the job, must then follow the telephone call. The letter must state the conditions that must be met for the offer of employment to be confirmed (e.g. successful CRB check, satisfactory references, etc.)

Applicants that have not been successful must also be informed within 24 hours of a decision being made by telephone. A brief feedback of the reasons why they were not successful must also be provided. A detailed feedback must be provided in writing within 10 working days after a decision had been made.

Screening – Criminal Records Bureau (CRB) check:

It is the policy of PEEC Family Centre Ltd. to screen all employees, volunteers, members of the management/executive committee/board of directors/trustees and any other person engaged by the organisation in any capacity, that is likely to come into contact (regularly or intermittently) with children, young people and/or vulnerable adults who are under the care and/or are engaged/taking part in any activities of the organisation, for any previous criminal records.

The screening must be in the form of a **Criminal Records Bureau (CRB) check**.

PEEC Family Centre Ltd. must request a search by the Criminal Records Bureau (CRB) of their records for any previous criminal conviction(s), whether spent or unspent, with respect to any of its employees, prospective employees, members of the Management/Executive Committee/Board of Directors/Trustees, volunteers, prospective volunteers and any other person(s) engaged by PEEC Family Centre Ltd. in any capacity who is likely to come into contact with children, young people and vulnerable adults for whom they have '**a duty of care**'.

The search to be conducted by the CRB must be '**an enhanced**' check.

PEEC Family Centre Ltd. has a duty of responsibility to ensure that '**an enhanced**' CRB check is carried out with respect to all staff, prospective staff, volunteers, prospective volunteers, members of the management/executive committee/board of directors/trustees and any other person(s) engaged by the

organisation who is likely to come into contact with children, young people and/or vulnerable adults for whom they have ‘**a duty of care**’.

It must be a condition of:

- employment and offer of employment;
- appointment to the management/executive committee/board of directors/trustees;
- volunteering; and
- contracting for the provision of services,

that a satisfactory ‘**enhanced**’ clearance certificate is obtained from the CRB, for the employment, volunteering, contract for the provision of services and attendance at committee/board/trustee meetings, to commence.

The relevant form(s) to enable the screening process to commence must be included with the letter of conditional offer of a job, the offer of a volunteering position, the letter of appointment as a member of the management/executive committee/board of directors/trustees and the letter offering the contract to provide services.

All clearance checks must be updated regularly according to the relevant statutory regulations. It is the responsibility of PEEC Family Centre Ltd. to ensure that checks and records are kept up to date and in line with prevailing statutory regulations.

Inducting a new employee:

The relevant Line Manager/Supervisor must induct all new employees/volunteers into their new roles and the organisation’s structure and culture.

For new senior employees and members of the management/executive committee/board of director or trustees, the Chief Executive/Project Manager must conduct the induction process.

All new inductions must include specific briefing on relevant organization policies such as, Child/Youth and Vulnerable Adults protection policy, Equal Opportunities policy and Health and Safety policy.

RECORDS

Description	Location	Retention
Notification of Vacancies (NOV) Form 1	Admin. Officer	1 year
Completed Application forms	Admin. Officer	5 years
CRB application forms	Admin. Officer	Indefinitely
CRB Clearance Certificates	Admin. Officer	Indefinitely