



Horton Spring Online College

*Unlock Your Potential*

**Recruitment (HSOC)**

# Recruitment

## Policy

### ***Introduction***

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of Horton Spring Online College (HSOC) that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
- identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

### ***Statutory Requirements***

Where there are some statutory requirements for the appointment of some staff in community and outreach centres, they must always be met, recognising that those requirements will change from time-to-time.

### ***Identification of Recruiters***

Subject to the availability of training, Horton Spring Online College will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

### ***Inviting Applications***

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:  
*“Horton Spring Online College is committed to safeguarding children, young people, vulnerable adults and the elderly. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”*

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on Horton Spring Online College's internet web site) the following:

- job description and person specification;
- Small Charity Support's safeguarding policies;
- Small Charity Support's safe recruitment policy;
- the selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

### ***Short-listing and References***

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children, young people, vulnerable adults or the elderly;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
- the candidate's suitability for this post.

### ***The Selection Process***

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a Criminal Records Bureau disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly .

### ***Employment Checks***

All successful applicants are required:

- to provide proof of identity;
- to complete a Criminal Records Bureau disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK.

### ***Induction***

All staff who are new to Horton Spring Online College will receive induction training that will include Horton Spring Online College's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

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## **Change Record**

<b>Date of Change:</b>	<b>Changed By:</b>	<b>Comments:</b>
14/11/2017	S.Iqbal	Policy approved by the Senior Management of HSOC