



Safer Recruitment Policy

Last Reviewed: January 2023

Next Review: January 2024

The Enterprise East Group CIC – Safer Recruitment Policy

To help safeguard and promote the welfare of all our stakeholders, Enterprise East is committed to a thorough and consistent Safer Recruitment Policy and practice.

Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure that Enterprise East meets all legal requirements and best practice towards the safeguarding of all stakeholders.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD). We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, then they are required to declare this as soon as they are aware of the individual's application.

Roles and Responsibilities

The Enterprise East board of directors has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers and in accordance with our Safer Recruitment Policy September 2017 will be responsible for:

- Ensure that the Enterprise East operates safe recruitment procedures and makes sure all appropriate checks are carried out.
- To monitor contractors' and agencies compliance with our policy and legislative requirements
- To promote the welfare of our customers and employees at every stage of the procedure.
- To manage all recruitment and make final decisions on appointments.
- A record of staff trained in Safer Recruitment is kept by the HR Department.

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified, and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

Advertising

Vacancies at Enterprise East are advertised in a variety of media: the local and national press and online. We also use recruitment agencies as appropriate for each vacancy.

The successful applicant will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Where we use employment agencies, we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

When candidates contact us for application packs their attention is specifically brought to our Safeguarding Policy along with the updated Job Description and Person Specification which are all available on the website along with the job advertisement, standard application form and details of how to apply.

A link is provided to our Safeguarding Policy and our Policy on the Recruitment of Ex-Offenders is available upon request. We also state here that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

Application Form

All candidates are required to complete in full and sign our standard application form, we require information on full academic and employment history; suitability for the role; referees; a declaration about DBS Checks and a declaration of eligibility to work in the UK. If the candidate is not a UK national, we will seek evidence of eligibility to work in the UK. We also state here that the provision of any false information is an offence.

The application form front page has clear “Explanatory Notes” to facilitate the completion of the form correctly and to provide the necessary legal information. We also explain clearly the pre-appointment checks upon which any offer of appointment is conditional.

Upon receipt all applications are acknowledged by email. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history to be addressed, before shortlisting takes place. Applications are shortlisted by the recruitment panel which usually comprises the senior management team.

The successful applicant is contacted by a member of the senior management team by telephone and unsuccessful applicants are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback.

Offer of Appointment

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to:

- Production of proof of eligibility to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received).
- Verification of identity and qualifications.
- All Barred list checks.
- Satisfactory DBS Certificate at the enhanced level.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the organisation may require in accordance with the statutory guidance.
- Once all requirements have been met the HR Department will advise the relevant manager and start dates are agreed.

References

Once the applicant has accepted the job offer, references are requested, they are checked for accuracy against the information that has been provided by the applicant on their application form.

Any discrepancies or areas of concern will be taken up with the applicant at interview where possible. We also contact the referee by telephone to verify the reference provided.

We do not accept open references or those from relatives or those writing solely in the capacity of friend. Where we obtain telephone references we then follow up with requests for written references.

Starting Employment

On the first day of employment all candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications.

Only original documents are accepted with photocopies of these are taken, signed off with date of the original documentation observed and retained by Enterprise East Group CIC.

All documentation is required to be in accordance with the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations.

All new staff members are given a copy of the company's induction handbook which covers relevant company policies and processes and made aware of the location of said information for access on site should it be required i.e. Staff Information Board, located Outside of the Training Room.

Record Keeping – the Central Register

All required employee information is recorded on the Staff Appointment Checklist which is completed and the original kept on the employee's Personnel File. The information on these sheets is collated onto the Enterprise East Central Register – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work for Enterprise East, and all who are employed as supply/bank staff, whether employed directly or through an agency.

Review

This Policy to be reviewed annually, or upon any policy, procedural, incidental or required litigious changes.