



# RECRUITMENT, SELECTION AND INDUCTION POLICY

*PENDYNAS*  
Care & Education Services

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This policy applies to anyone responsible for recruiting, selecting and inducting staff and volunteers in Pendynas Ltd and all who participate in shortlisting and interview panels. This policy is designed to facilitate good recruitment and selection practice and ensure Pendynas Ltd meets all legal requirements and best practice towards the safeguarding of young people in their care. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and the statutory guidance Keeping Children Safe in Education (DfE Sept 2018).

### **Introduction**

Pendynas Ltd is committed to promoting the welfare of young people and keeping them safe. We are also committed to equality, valuing diversity and working inclusively across all of our activities. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills.

### **The purpose of the policy**

- to recruit and select the best people available to join our workforce
- to take all reasonable steps to prevent unsuitable people from joining our company
- to recruit, select and manage our staff in a way that complies with legislation designed
- to combat inequality and discrimination
- to do all we can to achieve and maintain a diverse workforce
- to ensure that our recruitment and selection processes are consistent and transparent
- to ensure candidates are judged to be competent before we make them an offer of a job
- to ensure that new members of staff are given a proper induction.

### **We recognise that**

- our workforce is our most important resource
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- some groups face unfair discrimination in the workplace
- young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

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## **We recruit and induct our workforce by**

- advertising posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- ensuring that all applications are made using our standard application form
- involving more than one person to shortlist applicants for interview
- having at least two people conducting a face-to-face interview with anyone we may want to appoint
- incorporating the views and perspectives of students and staff into the recruitment and selection process whenever appropriate
- obtaining references, two pieces of identification and original copies of any necessary qualifications from candidates
- requiring that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this (including a check against the barred list if the post involves regulated activity),
- providing an appropriate induction for all new staff and volunteers
- ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our school
- appointing all staff and volunteers on a probationary period initially, with a review before they are confirmed in post
- using the list of processes below to follow a consistent procedure for recruitment, selection and induction.

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## Recruitment, selection and induction process

1. Plan your recruitment and selection process.
2. Advertise the vacancy.
3. Review all applications against the criteria in the job/role description.
4. Create a shortlist of suitable applicants.
5. Agree the interview questions and selection tools e.g. tests, role play etc.
6. Invite your chosen candidates to be interviewed.
7. Conduct interviews and verify every candidate's identity and qualifications.
8. Make decision on suitable appointment of candidate(s).
9. Make a conditional offer of employment , subject to satisfactory references and checks.
10. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
11. Complete the take up of references and safeguarding checks.
12. Are all issues arising from the references, checks and self-disclosed information resolved?
13. Yes - confirm the offer on a probationary period.
14. No - withdraw the job offer.
15. Agree a start date.
16. Plan the induction.
17. New staff member starts. Follow through the induction programme.
18. Conduct scheduled reviews within the probationary period to check progress.
19. After the probationary period, are you satisfied with their progress?
20. Yes - confirm new staff member in post.
21. Not completely – consider extending the probationary period and agree a further support package if appropriate.
22. No, progress has been highly unsatisfactory - end the contract at this point.
23. At the end of the trial period extension, are you still unsatisfied with the new recruit's progress?
24. Yes - end contract at this point.
25. No - confirm new staff member in post.

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