



# Recruitment & Training Policy

## Why this policy exists

This policy defines how Grow and Achieve Together, recruits employees to ensure that this best candidate is employed for the role, the process is fair and our regulatory obligations are met in accordance with Safer Recruitment processes.

It complies with the

- Equality Act 2010
- Data Protection Act 1998
- Immigration Asylum and Nationality Act 2006
- Immigration Act 2016
- Home Office 'An employer's guide to right to work checks'
- Rehabilitation of Offenders Act 1974 (some roles will be exempt from this legislation, i.e. those working with vulnerable groups)

In addition, as a Disability Confident Employer (March 2021) we have committed to:

- ensuring our recruitment process is inclusive and accessible
- working with local partners,
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the role anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- bring flexible when assessing people so applicants with disabilities have the best opportunity to demonstrate that they can do the job
- ensuring existing employees have sufficient disability equality awareness training

Grow and Achieve Together is committed to provide the best training for staff.

Induction training is completed for all staff immediately upon commencement of employment.

Training for roles are documented in the organisation's training matrix and evidence of completion is also recorded in individual staff files.

## Responsibilities

### Employer (Grow & Achieve Together)

Grow and Achieve Together will ensure the candidates

- have the right to work in the UK
- are not discriminated against for any protected characteristics

- personal / sensitive information is protected and only used as specified by the Data Protection Act 1998
- as a Disability Confident Employer will make proactively reasonable adjustments for candidates, where necessary

Grow and Achieve Together has a responsibility to ensure the staff receive the appropriate training for their role and to support staff with ongoing training needs.

## Employees

Candidates will be requested to supply evidence of

- relevant qualifications
- information in relation to dbs (where required)
- two referees (this can be reduced to one where the candidate is: personally known by the directors/ has been in one job for 5 years or more / is an apprentice/ has only held one job)

Employees have a responsibility to fully engage and meet the responsibilities in relation to completing training and identifying their own individual training needs. There is time allocated during supervisions for discussion on ongoing training and additional training needs.

## How do we meet our obligations?

Grow and Achieve Together will follow the detailed process to ensure a fair and compliant recruitment process

- Roles advertised / communicated will be supported by a combined job description and person specification
- All applicants will be requested to complete an application form
- Candidates whose applications meet the criteria will be offered an interview
- Interviews will be conducted by 2 suitably authorised member of staff and to avoid conscious or unconscious bias
- Notes will be made of the interview content
- Successful candidates will be offered the role subject to satisfactory references, evidence of the right to work in the UK and enhanced DBS (where necessary).
- References will preferably be professional, in exceptional circumstances character references may be used
- Insurance documents / breakdown cover are required as part of the contractual arrangement for some staff and should be produced upon request.
- Copies will be taken of right to work in the UK documents and retained on the successful applicant's file
- A contract will be available as soon as possible after the employment offer has been accepted (no later than 2 months post commencement date); a signed copy will be retained on file.
- All candidates will be included in the appropriate induction for their role
- Successful candidate's reasonable adjustments will be met prior to employment commencement date
- Training needs are discussed during regular supervisions
- Training needs are reviewed by the management team, regularly, as part of our commitment to continuous improvement
- Training is documented on the training matrix and staff records

## Governance

Policy Owner	Tracey Rhodes
Policy Review	Annual
Last updated	April 2019 – Tracey Rhodes, HR & Compliance Manager
	March 2021 – Tracey Rhodes, HR & Compliance Manager

