



National Star

Realising the aspirations
of people with disabilities

National Star Policy – Staff Recruitment and Selection Policy

Senior Manager Responsible	Head of Human Resources
Superseded Documents and Dates	Recruitment and Selection Policy 2008
Associated Documents	Recruitment and Selection Procedures Safeguarding Policy Equality and Diversity Policy

Impact Assessment			
Name	Comments	Date	

Committee Approval	Approval Date
Authorised by (Chair of Trustees)	.
M Saunders (Chair of Governors)	14.10.14

Review Date	Name	Comments
April 2014 April 2011	T Summers	

Resubmission Date	Name	Comments
September 2014		

1. Introduction

This role will provide direct support to the Fundraising team with placing collecting tins in local outlets and collecting tins that are wither full or no longer required.

1.1 Background and legal framework

The Organisation is committed to ensuring that we meet our legislative and regulatory duties in the recruitment and selection of staff and potential staff. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times.

Relevant legislation

- The Equality Act, 2010
- Safeguarding Vulnerable Groups Act, 2006
- Keeping Children Safe in Education, 2014
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the associated Compliance Guidance relating to care homes with nursing
- Asylum and immigration Act, 1996

Policies / documents linked to this Policy

- Recruitment and Selection Procedures
- Equality and Diversity Policy
- Recruitment of Offenders and Ex-Offenders.
- Safeguarding Policy
- Positive About Disability Two Ticks Commitments

1.2 Purpose

This Policy and associated procedures set out to support the Organisation to promote good practice and to:

- Attract high quality candidates from a range of diverse backgrounds to apply for advertised vacancies at the Organisation and ensure identification of the best fit for the role with the appropriate skills, experience and qualifications
- Safeguard the welfare of our learners in accordance with the standards required to meet Keeping Children Safe in Education principles and the Health & Social Care Act 2008
- Ensure the fair and consistent treatment of all employees and potential employees and promoting a fair and positive representation of the Charity
- Ensure recruitment is undertaken in a cost-effective manner
- Ensure that checks are undertaken to ensure right to work in the UK status

2. Scope

This Policy applies across the Organisation.

3. Policy statement

National Star is committed to recruiting and attracting high calibre staff into the Organisation to ensure its continued success and effectiveness. Effective and fair recruitment and selection processes are vital in ensuring that candidates selected for posts at the Charity have the relevant skills, qualifications, experience and competence to perform effectively in the post for which they have been selected.

The Organisation is committed to equality of opportunity and ensuring that the appointments are made on merit and that the recruitment process followed is transparent, and free from bias and discrimination.

The Organisation is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff to share this commitment. The Organisation is a regulated activity provider and as such all successful candidates will be required to complete relevant pre-employment checks including, where appropriate, identity checks, Disclosure and Barring Service (DBS) checks and referencing as outlined in Keeping Children Safe in Education and Health and Social Care Act 2008 (Regulated Activities) Regulations 2010. We will use the information in order to make a judgment on suitability of employment.

4. Roles and responsibilities

Senior Managers are responsible for identifying vacancies and ensuring they have the budget to recruit to posts, reviewing and drafting job descriptions, person specifications and advertisements. The recruitment and selection will be overseen by the HR Department who will advise regarding placement of advertisements and quality assure job descriptions, person specifications and shortlisting.

Selection criteria will include a formal face to face panel interview of two or three interviewers, and will include an experienced manager or a member of the HR Team, at least one of whom will be safer recruitment trained. Safeguarding issues will be explored during interviews with all applicants. Wherever possible for all jobs working directly with learners and management positions, learners will participate in the recruitment process, a practice that will be actively encouraged for all other job roles.

Every effort will be made to ensure that interview panels have a diverse make-up.

4.1 Implementation

This Policy will be implemented by Head of Human Resources.

4.2 Support, advice and communication

Support and advice should be sought from a member of the HR department and from associated procedures.

5. Review

The Head of HR will monitor and review effectiveness of the Recruitment and Selection Policy and activity by undertaking equalities monitoring the Positive about Disability Reviews.