

# Charlotte's Forest School



## Staff Recruitment and Induction Policy

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### 1. Overview

1.1 This policy applies to anyone responsible for recruiting and inducting staff and volunteers in Charlotte's Forest School and all who participate in shortlisting and interview panels.

1.2 Charlotte's Forest School is committed to promoting the welfare of children and 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 for our organisation.

### 2.0 Purpose

The purpose of the policy:

- to recruit the best people available to join our workforce
- to take all reasonable steps to prevent unsuitable people from joining our organisation
- to recruit 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.

### 3.0 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
- children, young people and families benefit from our efforts to recruit 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.

### 4.0 Recruitment and Induction Process

We recruit and induct our workforce by:

- advertising all 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 for both paid and volunteer positions 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 children, young people, and families into the recruitment and selection process whenever appropriate
- obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates

- carrying out DBS checks and any other necessary vetting procedures for each member of staff or volunteer working with children or young people, in line with DBS and other official guidelines
- providing a three-month 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 organisation
- appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post
- using the list of processes below to follow a consistent procedure for recruitment and induction.

## Recruitment and induction process

1. Plan your recruitment process.
2. Advertise the vacancy.
3. Review all applications for the role.
4. Create a shortlist of suitable applicants.
5. Agree the interview questions and tests.
6. Invite your chosen candidates to be interviewed.
7. Conduct interviews and verify every candidate's identity and qualifications.
8. Choose your preferred candidate.
9. Make a provisional offer of a job, depending on references and vetting processes being completed satisfactorily.
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 checks.
12. Are all issues arising from the references, checks and self-disclosed information resolved?  
Yes - confirm the offer on a trial period of six months. No - withdraw the job offer.
13. Agree a start date.
14. Plan the induction.
15. New staff member starts. Follow through the induction programme.
16. Review the progress of the trial period after a maximum of three months.
17. After six months, are you satisfied with their progress? Yes - confirm new staff member in post. Not completely - extend the trial period for a maximum of three further months and agree a further support package. No, progress has been highly unsatisfactory - end the contract at this point.
18. After nine months, are you still unsatisfied with the new recruit's progress? Yes - end contract at this point. No - confirm new staff member in post.