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| New Logo 2 | Barnardo’sPolicy |
| **Recruitment & Selection Policy Statement** |
| **Risk Owner:** | Director of People & Culture |
| **Supported by:** | Employee Relations & Policy Manager |
| **Date Approved:** | 20 October 2023 |
| **Date for Review:** | 31 March 2025 |
| **Distribution** | Not confidential - for internal or external use as required |
| 1. **Purpose**
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| Barnardo’s purpose is to achieve meaningful, positive change for children, young people and families. Our ability to accomplish this and to become an employer of choice, is dependent on the competence and professionalism of those we recruit who are aligned to [our values](https://inside.barnardos.org.uk/resources-and-guidance/who-we-are/our-values) and [our behaviours](https://inside.barnardos.org.uk/our-behaviours).We are committed to achieving a diverse and representative workforce reflecting the communities we work in and their diverse backgrounds. We aim to achieve this through creating equal access to vacancies and ensuring recruitment processes are fair and consistently applied to applicants from all backgrounds. This policy sets out Barnardo’s key standards for recruitment and selection and reflects regulatory and legislative requirements, ensuring a safe, fair and effective recruitment and selection process. |
| 1. **Policy**
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| **Promoting Equality, Diversity & Inclusion**1. All recruitment processes relating to paid positions will follow an ‘anonymised’ application and short-listing process to prevent unconscious bias.
2. Job adverts and Job Descriptions/Person Specifications (JD/PS) and any additional supporting information sheets will contain no discriminatory wording.
3. Person specifications will only specify as essential and desirable criteria the knowledge, /qualifications, experience and skills that are necessary for the job.
4. All applicants will be invited to complete an Equality, Diversity & Inclusion (EDI) Monitoring form. Any information given will not be shared with those shortlisting or used during the selection process. The information provided by applicants on the form is confidential and used for statistical reporting and to monitor Barnardo’s performance against recognised diversity standards.
5. Our Corporate [Voice and Influence Strategy](https://inside.barnardos.org.uk/voice-and-influence-strategy) lays out our vision: the voices and lived experiences of children and young people inform, shape and influence what we say, how we work and the decisions we make in every part of the charity. This includes the recruitment of our colleagues. Therefore, for certain roles we will involve children and young people in the recruitment process (see [Involving children and young people in recruiting new staff | Inside Barnardos).](https://inside.barnardos.org.uk/involving-children-and-young-people-recruiting-new-staff)
6. Occasionally we will advertise posts requesting only applicants with a specific protected characteristic where this has been authorised via the People Team as a Genuine Occupational Requirement (GOR) as permitted by the Equality Act (or Northern Ireland equivalent). The required GOR will be clearly specified in the JD/PS and supporting additional information sheet (if relevant) and the knowledge and skills required will reflect this.
7. Barnardo’s is a recognised Disability Confident Employer. This means we offer all applicants who disclose they are disabled on their application an interview where they meet the essential criteria for the job. There is no requirement for them to meet the desirable criteria.
8. Applicants may request reasonable adjustments at any stage to ensure that they can fully engage and participate fairly in the recruitment and selection process. Wherever practicable, on-the-spot requests from disabled applicants for reasonable adjustments will be accommodated.

**Advertising**1. All vacancies advertised will use an approved job evaluated JD/PS.
2. Job vacancies (both internal and external) including temporary vacancies which are not filled in advance via the redeployment process, will be advertised on [Barnardos | Careers Site](https://jobs.barnardos.org.uk/intranet/) (BCS) for 7 calendar days as a minimum.
3. Barnardo’s believes in creating equality of opportunity in the workplace and supporting people to manage their work-life balance, we are therefore open to offering flexible working arrangements and where this will not adversely impact service delivery.
4. Where recruitment agencies are used to fill permanent vacancies, we will ensure they work to our aim of promoting equality, diversity and inclusion. Recruitment agencies should apply using the agency portal of the recruitment system by submitting an anonymised CV only. CVs will be shortlisted alongside any other applications in the usual way.

**Pre-employment Checking**1. All applicants will be made aware at the application stage of the pre-employment checks, including checks required by a relevant regulatory body, required for the role. Additionally for applicants applying for a role within one of our schools, checks will be carried out in accordance with the statutory guidance [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).
2. Applicants for regulated posts working with children and/or vulnerable adults will be required to declare whether they are barred from working with children and/or vulnerable adults before they can apply.
3. Anyone that is barred from working with children and/or vulnerable adults cannot be considered for a job working with these groups and it is a criminal offence to apply.
4. Shortlisted job applicants for regulated posts will be required to disclose details of ‘spent’ and ‘unspent’ criminal convictions and cautions that would not be ‘filtered’ under the relevant filtering rules, regulatory body sanctions, police and/or social services enquiries as part of a Safeguarding Self Declaration. Hiring managers must check and review this information to determine an applicant’s suitability prior to a conditional job offer being made. The prospective successful candidate will be required to undertake an enhanced criminal records disclosure check, including where eligible a check against the relevant barred list from working with children and or/vulnerable adults.
5. In accordance with Barnardo’s policy on the [Recruitment of Ex-Offenders](https://inside.barnardos.org.uk/people-and-culture/recruiting-employees-and-apprentices/recruitment-ex-offenders-policy), applicants for non-regulated posts (i.e., those that do not involve working with children or vulnerable adults) will be required to declare only their ‘unspent’ convictions, in line with the relevant rules on ‘filtering’ of convictions.
6. Shortlisted applicants will be asked to prove their eligibility to work in the UK at the interview stage, and in person, in accordance with Home Office guidance, prior to any appointment. Our robust recruitment process ensures that all perspective employed colleagues are legally entitled to work in the UK (see [Checking the right to work in the UK).](https://inside.barnardos.org.uk/people-and-culture/recruiting-employees-and-apprentices/checking-right-work-uk) Please note that Barnardo’s does not hold a sponsor licence and therefore cannot support sponsorship requests from applicants outside of the UK.
7. Applicants’ essential qualifications certificates, professional registration /other essential requirement documents will be checked and copied at the interview stage or prior to any appointment.
8. Only conditional offers of employment will be made before references and other pre-employment checks are received and are deemed satisfactory by Barnardo’s.
9. Start dates will only be finalised once pre-employment checks are all completed (exceptions may apply for Retail roles) and signed off by the recruiting manager as satisfactory.

**Selection Processes**1. Interview panels will consist of at least two members including a relevant diversity mix wherever possible, who will have undergone Licence to Recruit Training, with additional training, covering the requirements of Fair Employment legislation in Northern Ireland, as a minimum.
2. For roles in residential establishments subject to the Residential Special Schools’ National Minimum Standards, at least one member of the interview panel will have undertaken safer recruitment training.
3. Shortlisted applicants will be informed in advance of the interview details including confirmation of method i.e., virtual or in-person, venue accessibility if appropriate and any practical requirements for any selection tests. Disabled applicants can take account of these factors when requesting reasonable adjustments. All the necessary information about the interview process will be confirmed in advance in the applicant’s invite.
4. Interviews will include structured questions and will be non-discriminatory and a written record of the applicants’ responses will be taken and scored.

**Record Keeping & Data Protection**1. Barnardo’s processes data collected through the recruitment and selection process in accordance with Barnardo’s [Privacy Notice](https://www.barnardos.org.uk/privacy-notice). Data is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment process effectively.
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| 1. **Scope**
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| This policy statement applies to all Barnardo’s recruitment activity, processes and applicants, except volunteers. Relevant aspects may also be applied to the sourcing of temporary agency workers and self-employed consultants. (see [Contingent worker recruitment)](https://inside.barnardos.org.uk/people-and-culture/recruiting-employees-and-apprentices/contingent-worker-recruitment)  |
| 1. **Definitions and Key Concepts**
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| **Genuine Occupational Reason (GOR) -** thisapplies when it can be demonstrated that a particular protected characteristic (under anti-discrimination legislation) is crucial to a particular job, and that only someone who has that particular characteristic is suitable for the job. Please refer to our [Genuine Occupational Requirement Form.](https://inside.barnardos.org.uk/people-and-culture/recruiting-employees-and-apprentices) **Disability Confident Interview Guarantee Scheme –** Barnardo's is a recognised Disability Confident Employer (level 2). Our Interview Guarantee Scheme means we offer an interview to all disabled applicants who meet the essential criteria for the job and indicate that they wish to be considered under this scheme. [Disability Confident employer scheme - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/disability-confident-campaign)**Recruiter** - is the **Recruitment Team** for roles in England and Wales including Children Services, Family Placement and Retail for all Nations or the **People Team** for roles in Children’s Services based in Scotland and Northern Ireland. |
| 1. **Responsibilities and Roles**
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| **Hiring Managers**  | Responsible for:* upholding the commitments and key standards set out in this Policy Statement.
* the efficient handling of recruitment activity, selecting suitable candidates for vacancies and for verifying that all required pre-employment checks have been carried out and are satisfactory.
* reviewing and approving the employment contract before it is issued and the colleague commences work, raising any queries they may have with the Recruitment Team.
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| **Recruitment Team/People Team (Recruiter)** **People Team** **People Strategy & Projects Team**  | Responsible for: * handling the administration of recruitment processes efficiently within the legal and regulatory framework and for working with hiring managers to ensure that Barnardo’s commitments and key standards for this activity are upheld.
* approving and authorising vacancies prior to submission to Recruitment Team including if relevant a GOR. Supporting with selection processes, where appropriate.
* conducting policy reviews in accordance with Barnardo’s policy review cycle. However, any legal or organisational changes may prompt more frequent reviews.
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| 1. **Associated Legislation, Guidance, References and Documents**
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| **All accessible via** [**Inside.Barnardo’s,**](https://inside.barnardos.org.uk/) **unless otherwise specified.** * Recruitment & Selection Procedure
* Online Recruitment System User Guides
* Flexible Working Policy
* Obtaining References Policy
* Right to Work Guidance
* DBS process guidance
* EDI Policy and Action Plan
* Recruitment of ex-offenders
* Criminal Records Policies (England & Wales, Northern Ireland and Scotland)
* Interview Guidance (including Safeguarding Questions)
* [Involving children and young people in recruiting new staff](https://inside.barnardos.org.uk/involving-children-and-young-people-recruiting-new-staff)
* Guidance about potential warning signs of modern when undertaking recruitment (see [https://www.unseenuk.org/about-modern-slavery/spot-the-signs/)](https://www.unseenuk.org/about-modern-slavery/spot-the-signs/%29)
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| **7. Compliance and Oversight**  |
| In addition to the compliance and oversight arrangements set out under Roles and Responsibilities, the following applies:* The Risk Owner will ensure that management information demonstrating adherence to and compliance with this Policy is produced and provided to relevant parties as required and on request complete a business self-assessment.
* The Audit and Assurance Team will periodically and independently review adherence to and compliance with this Policy and associated procedures and processes across the Charity in line with their approved audit and inspection plans.
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| **8. Document History**  |
| **Version** | **Date** | **Author** | **Comments** | Approval  |
| 1.4  | 30.05.2022 | People Strategy & Projects Team | Minor updating in line with current working systems and practice. | Final |
| 1.5 | 20.10.2023 | People Strategy & Projects Team | Co-production policy review. Minor updating in line with current working systems and practice. | Final |