

Safer Recruitment Policy

1. Overview

- 1.1 Heads Up Leicester is committed to attracting and retaining staff and volunteers who can make a valuable contribution to the services we deliver to families and the safety and success of the organisation. Effective recruitment is essential to the delivery of the charity's strategy and as such we adopt recruitment practices and processes which ensure that the best candidate is appointed. Heads Up Leicester is also committed to ensuring equality of access and opportunity in these practices and processes for all applicants in line with our Equality and Dignity Policy.
- 1.2 Heads Up Leicester always aims to recruit the person who is most suited to the particular job, ensuring there are procedures to match the skills and competencies of potential staff to the roles they are recruited for. Selection criteria will be derived from the Person Specification and used to match an applicant's qualifications, knowledge, experience and behaviours to the requirements of the role. A fair and consistent approach will be taken to select the best candidate for the role using objective criteria. Interview feedback will be made available to applicants if requested within 6 months of the interview.
- 1.3 Heads Up Leicester is committed to promoting equal opportunities for all and does not discriminate against any applicant at any stage of the recruitment process. In some situations, if a particular group is under-represented in that area of our workforce, we may actively target applications from specific groups during the advertisement process.

2. Job Descriptions and Person Specifications

- 2.1 Each vacancy will have a job description and person specification. The aim of the job description is to describe the main purpose and responsibilities of the job and the tasks to be performed. A job description and person specification are available to prospective applicants for each Heads Up Leicester vacancy. This provides essential information for applicants as well as a basis for selection criteria.
- 2.2 Heads Up Leicester's CEO and Project Managers are responsible for ensuring that the job description is up to date. The job description will describe the duties, responsibilities and level of seniority associated with the post, whilst the person specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

3. Advertising

3.1 Consideration should be given to where each job vacancy is advertised.

3.2 Heads Up Leicester seek to take steps to create a workforce that reflects the communities it

serves; methods of attracting candidates will include:

- Partner Network and partner websites
- Local Advice Forums
- Local Press and Publications
- Culturally based publications
- Local Authority web sites
- Web based recruitment agencies
- Professional Trade Journals
- Relevant Social Media sites
- Any other specific media or placement deemed appropriate

4. Equal Opportunities

4.1 Heads Up Leicester is committed to applying its Equality and Dignity Policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out with regard to the charity's Equality & Diversity Policy and the Equality Act 2010.

5. Application Forms

5.1 Heads Up Leicester will request completion of application forms for all advertised job vacancies.

6. Shortlisting

6.1 A shortlisting panel will assess applications received for the role against the essential and desirable criteria listed in the person specification. Applicants who have provided the strongest evidence against the required criteria for the role will then be invited to the next stage of the process.

6.2 Any candidate with a disability will not be excluded unless the candidate does not meet the minimum criteria outlined in the employee specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

6.3 All disabled applicants who meet the minimum requirements of the job as set out in the job description and person specification will be guaranteed an interview.

7. Interviewing

7.1 The interview panel conducting interviews will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. Questions will be based around the essential and desirable criteria.

- 7.2 All interviews should include at least two interviewers. This should include the Manager responsible for the role, with additional interviewers being Directors or Project Manager responsible for the workforce/position. Peer Mentors may be asked to join interview panels.
- 7.3 A number of set questions for all candidates will be used. A score sheet will be in place for each panel member involved in the interview.
- 7.4 At least one member of the interview panel must have attended safer recruitment training.

8. Use of Tests

- 8.1 If any testing is included in the recruitment process the recruitment panel must ensure that time is allocated to conduct the test in a reasonable timeframe. Any applicants undertaking testing should be advised of this part of the process prior to their interview.

9. References

- 9.1 Referee details are required as part of the application process but references will only be requested for the successful applicant and only when the applicant has given their permission to do so.
- 9.2 Heads Up Leicester require documentary proof of all relevant qualifications.
- 9.3 Any offer of employment will be conditional on both of these being satisfactory to Heads Up Leicester.

10. DBS Checks

- 10.1 A DBS check will be completed for all successful candidates, who are offered roles requiring one and any offer of employment will be conditional on this being returned clear and acceptable.

11. Recruitment Records

- 11.1 Recruitment documentation is retained to provide feedback to candidates and is available for inspection and audit if required. Interview and assessment notes for all short-listed candidates (whether appointed or not) are kept for a maximum 6 months.
- 11.2 Records should be sufficiently detailed to show that an objective assessment has taken place and so that feedback can be provided to unsuccessful candidates should they enquire.

12. Confirmation of understanding

12.1 Heads Up Leicester staff: [click here](#) to confirm you have read and understood this policy. If the hyperlink doesn't work please email hello@headsupleicester.org.uk to confirm.

13. Revision History

Revision	Date	Changes Made
V1	12.02.2021	Formatting into new policy template
V2	26.03.2024	Policy reformatted into standard Heads Up format