BCL Recruitment Policy

Policy statement

BCL recognises the importance of recruiting people with the necessary skills, knowledge and experience to help achieve its charitable purpose and associated goals.

BCL provides equality of opportunity and ensures a recruitment process free from any form of unlawful discrimination under the Employment Equality Acts 1998 - 2015.

BCL is committed to safeguarding children, young people, vulnerable adults and the elderly.

BCL will provide appropriate support, supervision and appraisal to allow employees to realise their full potential in the workplace.

Recruitment and Selection

We are committed to compliance with all relevant legislative obligations, which apply to the workplace.

Selection criteria are based on the relevant skills, qualifications, experience and potential of candidates.

Depending on the role to be filled, our recruitment and selection process will include the following stages:

#### Preparing/reviewing/revising a Job Description and terms and conditions of employment;

#### Agreeing selection criteria;

#### Preparing and placing a recruitment advertisement;

#### Shortlisting applicants against agreed selection criteria;

#### Notifying interview candidates and unsuccessful applicants;

#### First and second interviews with different panels but including the Chair on the second;

#### Interviews will always be face-to-face but in exceptional circumstances may be via visual electronic link.

#### Assessing candidates against agreed selection criteria;

#### Making an offer of employment to a successful candidate (on a provisional basis subject to checking of references.

#### Checking employment or other references with referees nominated by the successful candidate;

#### Ratification of appointment by the board of charity trustees;

#### Notifying unsuccessful interview candidates;

#### Issuing a contract of employment for the employee’s signature;

#### Providing interview feedback to unsuccessful candidates who request it.

Where applicable, candidates may be required:

#### to explain satisfactorily any gaps in employment;

#### to explain satisfactorily any anomalies or discrepancies in the information available to the interview panels;

#### to declare any information that is likely to appear on a DBS (Disclosure & Barring Service) check;

Reference Checks

BCL will always request the permission of the candidate in advance of checking references or qualifications. BCL will directly seek two references, preferably from separate sources e.g. academic, employment, volunteering etc.

Referees will be asked to comment on:

The candidate’s suitability for the position.

Where applicable, the candidate’s suitability for working with children, young people, vulnerable adults or the elderly;

Where applicable, any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;

Employment Checks

All successful applicants will be required:

#### to provide proof of identity;

#### to complete a DBS (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate;

#### to provide proof of eligibility to live and work in the UK.

Induction, Training and Development

Employees undergo an induction that provides information appropriate to their role. Every employee will be provided with:

#### A job description;

#### Information about the vision, mission and organisational structure of BCL.

#### Information about how the employee’s role fits within the broader purpose of BCL.

#### Information about the employee’s manager and key contacts within the organisation;

#### Details of working conditions;

#### A copy of BCL’s Employee Code of Conduct;

#### Details of BCL’s Grievance and Disciplinary procedures;

#### All other relevant policies and procedures of BCL;

#### An opportunity to ask any queries that they may have about their role.

An appropriate level of training will be provided to all employees to assist them to work in a safe and effective manner.

Probationary Period

A probationary period of three months is normally arranged for new employees but the relevant period will be outlined in an employee’s contract of employment.

Confidentiality and Data Protection

BCL respects the right to privacy and confidentiality of our employees and prospective employees. BCL may from time to time, in the course of administering its business and exercising its legal rights and performing its legal obligations in connection with the recruitment of employees, need to process both personal data and special categories of personal data (including, for example, information relating to health). BCL will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to employees or prospective employees, and the purposes for which such data may be used are set out in BCL’s Data Protection policy and BCL’s Privacy Notice.

Support, supervision and appraisal

Employees have access to support, supervision and appraisal during the probationary period and throughout their employment period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with BCL’s grievance and disciplinary procedures.

Remuneration

Remuneration for employees is outlined in their contract of employment.

Expenses

Employees may be reimbursed for expenses incurred, but only by prior arrangement with BCL Treasurer.

Review of Policy

The board of trustees will review this policy at 3-year intervals or as and when appropriate.

Last Reviewed: March 2022