

**SAFFRON WALDEN MENCAP SOCIETY**

**Safer Recruitment Policy**

This policy has been adopted by Saffron Walden Mencap Society through its Trustees Committee which remains responsible for its review.

Original signed version is kept at the SWMS Registered office.

Signed: Date: 8th July 2024

Chair of Trustees

To be reviewed: July 2026

**Policy statement**

Staff and volunteers are our most important asset. We therefore recognise that it is crucial to recruit people with the necessary skills, knowledge and experience to help us achieve our charitable purpose and associated goals.

We will provide appropriate support, supervision and appraisal to allow employees to realise their full potential in the workplace. We value the contributions that employees make to the aims and objectives of Saffron Walden Mencap Society.

**Recruitment and Selection**

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

This policy should be read in conjunction with our Policy on Equality, Diversity and Inclusion. Selection criteria are based on the relevant skills, qualifications, experience and potential of candidates. We provide equality of opportunity and we ensure a recruitment process free from any form of unlawful discrimination under the Employment Equality Acts 1998 - 2015.

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

* Preparing/reviewing/revising a Job Description and terms and conditions of employment;
* Agreeing selection criteria;
* Considering whether the role is to be advertised internally/externally/both.
* Preparing and placing a recruitment advertisement.
* Shortlisting applicants against agreed selection criteria;
* Notifying interview candidates and unsuccessful applicants;
* Interviewing of candidates by a suitable interview panel;
* Making an offer of employment to successful candidate(s) (on a provisional basis subject to checking of references);
* Notifying unsuccessful interview candidates;
* Assessing candidates against agreed selection criteria;
* Satisfactory explanations of any gaps in employment history;
* Confirmation of Right to Work in the UK (if applicable).
* A satisfactory criminal records check at the appropriate level.
* Verifying relevant educational qualifications of the successful candidate(s);
* Checking employment or other references with referees nominated by the successful candidate(s);
* Ratification of appointments by the board of charity trustees;
* Issuing a contract of employment for the employee’s signature;
* Providing interview feedback to unsuccessful candidates who request it.

**Confidentiality and Data Protection**

Saffron Walden Mencap Society respects the right to privacy and confidentiality of our employees and prospective employees. We may from time to time in the course of administering our charitable purpose, exercising our legal rights and performing our 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). Saffron Walden Mencap Society 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 Saffron Walden Mencap Society’s data protection policy, (which may be amended or updated from time to time).

**Reference Checks**

Reference checks and any verification of educational qualifications, which involves contact with third parties will only take place once Saffron Walden Mencap Society forms a clear view that it would like to recruit a particular employee. Saffron Walden Mencap Society will always request the permission of the candidate in advance of checking references or qualifications. Reference checks for every candidate are carried out in the same way. It is the policy of Saffron Wal;den Mencap Society to seek two references, preferably from separate sources e.g. academic, employment, volunteering etc.

**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 Saffron Walden Mencap Society;
* Information about the employee’s supervisor/line manager and key contacts within the organisation;
* All other relevant policies and procedures of Saffron Walden Mencap Society;
* An opportunity to ask any queries that they may have about their role.

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

**Probationary Period**

A probationary period is normally arranged for new employees and existing employees who have taken on new roles within Saffron Walden Mencap Society The relevant period is outlined in an employee’s contract of employment.

**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 [Saffron Walden Mencap Society]’s grievance and disciplinary procedures.

**Remuneration**

Remuneration for employees is outlined in their contract of employment.

**Expenses**

Employees may be reimbursed for expenses incurred, in line with our policies and procedures and by prior arrangement only.

**Review of Policy**

The board of charity trustees will review this policy at 2 year intervals or as appropriate. The Chair of Trustees is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.