



BRISTOL REFUGEE RIGHTS

RECRUITMENT AND SELECTION POLICY & PROCEDURES (PAID POSITIONS)

THE POLICY

1. PURPOSE

1.1 Bristol Refugee Rights (BRR) wishes to attract and select the most suitably qualified and experienced candidates for vacancies. We want to honour the diverse cultures of our service users and of UK society and have practices and procedures that reflect this. We believe this will benefit all applicants and the organisation.

1.2 This Recruitment and Selection Policy and Procedures has been developed to ensure transparency and a consistent, inclusive and fair approach and to enable Bristol Refugee Rights to maintain the highest standards.

1.3 BRR also recognises the importance of effective safeguarding practice in protecting children, and adults at risk and everyone in the organisation, and so the principles of safer recruitment have been incorporated into this Policy. This policy is intended to deter unsuitable applicants.

1.4 BRR recognizes that the induction and probationary period are part of the recruitment process and issues arising post-appointment will be considered as seriously as those within the initial recruitment process.

2. GENERAL PRINCIPLES - EQUITY AND DIVERSITY

2.1 BRR recognises the need to take positive action in all our recruitment and selection processes to attract a diverse workforce that reflects the local population in order to provide high quality, culturally sensitive services.

2.2 BRR will ensure that it complies with the Equality Act 2010, and will ensure that that no job applicant or employee will be treated less favourably than any other on grounds of any protected characteristic.

2.3 BRR also recognises that there are other characteristics not included in the Equality Act for which it is equally important to ensure that policies and practices do not discriminate. BRR will therefore not treat any job applicant

or employee less favourably on grounds of class, socio-economic background, employment status, trades union activity.

2.4 We recognise that many groups are disadvantaged in UK society. As a charity working with asylum seekers and refugees, we see our first priority amongst the disadvantaged as asylum seekers and refugees. We will take positive action to support and recruit people from these backgrounds, within the particular legal right to work requirements existing at the time.

2.5 We will also ensure that our staff has a high level of cultural understanding and the ability to work with people from a range of different cultures, religions and backgrounds, and to try to ensure that our practices do not inadvertently discriminate.

2.6 We will ensure that all our processes are accessible to disabled people and that 'reasonable adjustments' are made to the recruitment, selection and induction processes as required. Reasonable adjustments will also be made when required following an offer of employment.

2.7 Criteria that demonstrate a strong commitment to human rights, equity, diversity and inclusion, anti-oppressive and anti-discriminatory practice and safeguarding will be included, as part of all person specifications and these areas will be assessed in all interviews.

2.8 BRR supports the idea that all employees should be paid a living wage and as such all jobs advertised will be at a minimum, Real Living Wage for the UK. In respect of salaried posts, BRR will follow the agreed NJC scale both in advertising posts and providing pay rises for existing staff members.

3. ROLES AND RESPONSIBILITIES

3.1 Staffing Sub Committee and Finance Sub Committee

3.1.1 The Staffing Sub-Committee is responsible for monitoring the implementation of this Policy, ensuring that its principles and those in our Equity, Diversity and Inclusion Policy and procedures are adhered to.

3.1.2 New posts, not budgeted for, must be agreed by the Finance Sub Committee because of the financial implications.

3.2 CEO and Office manager

3.2.1 The CEO and Office Manager will advise on procedure and practice.

3.2.2 The CEO will sign off job descriptions and person specifications.

3.2.3 The Office Manager will:

- manage the recruitment and selection process;
- in liaison with the Line Manager (and CEO where appropriate) review scope of the job to establish whether the job should remain the same and make recommendations to the CEO for any changes;
- in liaison with the Line Manager (and CEO where appropriate) agree a recruitment schedule and paperwork comprising: advertising date, drafting adverts, media, closing date, panel membership, chair, short listing and interview dates;
- in liaison with the Chair of the panel, ensure that short listing meetings and interviews are conducted appropriately and that processes are accessible to all, drafting interview questions and tests, collecting and passing all short listing grids, interview notes and application forms to the Office Manager for secure storage;
- oversee the retention of documentation.

3.3 Line Manager/Chair of Panel

3.3.1 Where a vacancy has arisen as a result of a staff member leaving, the line manager should review the area of work, assess needs and recommend an appropriate response to the CEO and Office Manager, e.g. reorganisation of work, cancellation of the post, continuation on a part-time or a full-time basis. The CEO must approve any amendments to the job description, taking account of any possible impact on pay.

3.3.2 The line manager should liaise with the Office Manager and support the recruitment process as required, including inputting regarding a recruitment schedule, advertisement and drafting interview questions and tests.

4 RELEVANT LEGISLATION AND POLICIES

4.1 This Policy complements, and should be considered along with other BRR Policies:

- Equity, Diversity and Inclusion Policy
- Probation Policy
- Disclosure Check Policy
- Child Protection Policy and Safeguarding Vulnerable Adults Policy
- Recruitment of People with Convictions Policy

4.2 This Policy is informed by the following legislative requirements:

- Equality Act 2010
- Immigration, Asylum and Nationality Acts (2006)
- Human Rights Act (1998)
- Data Protection Act (2018)
- Rehabilitation of Offenders Act (1974)
- Protection of Vulnerable Adults Act 1999/Criminal Justice and Court Act 2000
- Vulnerable Groups Act (2006) (Vetting and Barring – Independent Safeguarding Authority)
- Protection of Children Act 1999/Criminal Justice and Court Act 2000
- Working Together to Safeguard Children
- Section 64 of the Protection of Freedoms Act 2012

5 SCOPE

5.1 This policy and procedure applies to all paid staff including temporary posts and staff employed in the crèche.

5.2 Many of the principles and practices outlined in this Policy will also apply to the recruitment and selection of volunteers, (unpaid staff) but a separate document covers this process.

THE PROCEDURES

6 POSITIVE ACTION

6.1 As stated, in 2.4 above, Bristol Refugee Rights will take positive action to redress inequalities in society by encouraging people with experience of being an asylum seeker, refugee or other migrant to apply for jobs. This positive action must start before a post is established as we recognize that offering a range of types and levels of post may encourage a broader range of applicants.

6.2 In addition we will offer training and consider offering apprenticeships to encourage applicants with a range of skills. We will think carefully about how and where we advertise to encourage a range of applicants and consider the extent to which language may be prioritized in the person specification.

7 JOB DESCRIPTION AND PERSON SPECIFICATION

7.1 The Line Manager, in liaison with the Office Manager, will be responsible for writing / updating job descriptions and person specifications and ensuring that they reflect the requirements of the job in a fair and unbiased way, and

for obtaining necessary approval from the CEO where the job description is being changed.

7.2 All job descriptions must be written in accessible, plain English with the minimum use of jargon or terminology or eurocentric concepts which external candidates might not understand.

7.3 The person specification should list the essential skills, knowledge and experience required to do the job and must be based and justified on the tasks in the job description. These criteria will form the basis for selection at short-listing and interviewing and must include weightings for each criterion, and be testable.

7.4 Particular attention should be paid to the proficiency required in the person specification that might lead to indirect discrimination, for example, saying 'excellent spoken and written English' is essential when 'good' is sufficient to do the job.

7.5 All person specifications must include reference to the following essential criteria (which may be reworded according to the demands of role):

- Awareness of, and commitment to, the objectives of BRR.
- A proven commitment to Equity, Diversity and Inclusion.
- An awareness of health and safety issues.
- An understanding of cultural diversity and the ability to work with people from a range of different cultures.
- Commitment to refugees and insight into their experiences, needs and hopes.
- Understanding of, and commitment to, safeguarding children and adults.

7.6 The Office Manager will check job descriptions and person specifications to ensure consistency of style, clarity and for any unfair direct or indirect discrimination.

7.7 Prior to advertising, the level of DBS check (if any) for the job should be determined and recorded on the DBS role check spreadsheet.

7.8 The Office Manager will consider the range of positive action that could be taken in terms of advertising and the recruitment process.

8 PUBLICISING VACANCIES

8.1 Permanent posts and temporary posts over six months will be advertised internally and externally simultaneously unless there are extenuating circumstances for not doing so.

8.2 If a vacancy is anticipated to be temporary and for less than 6 months, the CEO may approve offering a post as an internal 'acting up' post as a staff development opportunity.

8.3 All posts will be advertised to staff and volunteers, and also externally via networks to refugee community organisations and voluntary organisations, advertised in local, national, minority ethnic and / or other specialist equality press, on the internet or in job centres.

8.4 All adverts will carry the statement:

In line with our recruitment procedures all disabled applicants and applicants from a refugee or asylum seeking background will be offered an interview if they fully meet the person specification of this post. We think our organisation will be stronger with greater diversity and welcome applications people of all backgrounds as we believe that each person brings their own valuable experiences to what we do. If you would like to discuss how your particular experience or skills might translate into the criteria set out for this job please don't hesitate to contact us.

8.5 When the advertisement is for a role which requires a Genuine Occupational Requirement the advertisement will quote the relevant section of the Equality Act.

8.6 All adverts should be designed using the BRR logo

8.7 All adverts should include reference to BRR's safeguarding policy; a statement of commitment to safeguarding and promoting the welfare of children and adults at risk; and if appropriate, the need for the successful applicant to be DBS checked.

8.8 Job shares

8.8.1 Posts of 4 days or more will state that they are available for job share. If the post is advertised as a job share, the applicant that best meets the person specification will be offered the post irrespective of applying on a full time or job share basis.

9 SHORTLISTING AND INTERVIEW PANELS

9.1 Panels should ideally be made up of 3 people.

9.2 All panels should contain at least two experienced interviewers who have a practical and legal understanding of equal opportunities. All members of the

panel must have an understanding of, and commitment to, implementing Bristol Refugee Rights' Equity, Diversity and Inclusion Policy. At least one panel members must have received training on Child Protection and Adult Safeguarding (2 panel members for posts within the Early Years Project). 1 panel member should be trained in safer recruitment.

9.3 Panels can include external experts.

9.4 We will strive to have a gender and ethnicity mix on our panels and at least one refugee or asylum seeker. All members of the panel must have sufficient understanding of the job and the skills required to make informed assessments of the candidates.

9.5 Panels for CEO/Head of services/SMT post should usually include:

- A Trustee
- CEO/another member of SMT
- A volunteer, service user or external specialist

9.6 Panels for all other posts should include:

- Head of Services/Service Manager
- A person of refugee background
- One other person (line manager, other member of staff, volunteer, service user or external specialist)

9.7 The chair of the panel should be decided before the interview and need not necessarily be the Line Manager. If a panel member cannot interview then a replacement should be found.

10 APPLICATION FORMS

10.1 All posts will be recruited using the standard BRR application form which asks people to address the person specification under the main headings.

10.2 Internal and external applicants should all be required to completed the same application form and undertake the same recruitment process. Reasonable adjustments may be made in individual circumstances.

10.3 Applications will only be accepted on Bristol Refugee Rights application forms, or reproductions of the form, (no CVs will be taken into consideration).

10.3 Application forms and all other information will be produced in accessible formats as required (e.g. Large Print, Braille etc.).

11 APPLICATION PACKS

11.1 Applicants will be sent an application pack consisting of:

- Cover letter including advice on completing the application form
- Application form and guidance which includes Policy Statement on Rehabilitation of Offenders and a self-disclosure form
- Job description and person specification
- Equalities Monitoring form
- Job applicant privacy notice
- Our Equal Opportunities statement and Safeguarding statement (summary of Child Protection and Safeguarding policies) are accessible on BRR website jobs page.

11.2 Returned application and equal opportunities monitoring forms will be coded and separated for monitoring, purposes. Personal details of all candidates will be kept separately and will not be available to any members of the selection panel.

12 SHORTLISTING

12.1 If necessary, panel members new to recruiting at BRR will be given briefing on the procedure by the Office Manager. Shortlisting will, whenever possible, be carried out by all members of selection panels. The Office Manager, will produce, shortlisting grids based on the person specification.

12.2 Short listing will be done individually by each panel member followed by a panel discussion and decision. Shortlisting will only be against the person specification. Short-listers will also scrutinize the applications for discrepancies/anomalies/gaps in employment that may need further exploration if a candidate is selected for interview.

12.3 BRR is committed to being an equal opportunities employer and will therefore interview all applicants with a disability who meet the person specification for the job. In line with our stated positive action BRR will also

interview any applicant with a refugee or asylum seeking background who meets the person specification for the job.

- 12.4** A meeting will take place to discuss and decide which candidates will be shortlisted, and the decisions will normally be based solely on the scored shortlisting grids.
- 12.5 After shortlisting the Office Manager may conduct an online search of each shortlisted candidate. This may search social media sites to ensure that candidates are not expressing attitudes or behaving online in ways that contradict the values and ethos of BRR, or would otherwise indicate unsuitability for the role.
- 12.6** The panel chair should briefly record reasons justifying the shortlist. All grids, application forms and notes should be held on file in the BRR office for storage in line with the Data Protection Act for a period of 2 years, after which time they will be destroyed securely.
- 12.7** The panel chair will be responsible for ensuring that the Office Manager notifies all unsuccessful applicants in writing and providing feedback if requested.

13 SHORTLISTED APPLICANTS

- 13.1** The Office Manager will ensure that all successful candidates are notified that they have been shortlisted. The letter will include the names and job titles of panel members, information of any test or presentation, and generic information about the interview.
- 13.2** In the invitation to interview, all candidates will be asked to let us know of any access requirements for the interview (e.g. Sign Language interpreter, accessible room). Reasonable adjustments will be made.
- 13.3 Candidates will be asked to bring to the interview relevant qualification certificates and evidence of their right to work in the UK.
- 13.4** The Office Manager will also ensure that reference requests, on the standardised form, are sent to referees of all shortlisted applicants for Early Years permanent roles, unless they have requested that this should not happen prior to interview.

13.5 In most circumstances, candidates will be asked to undertake a task or do a presentation, as well as undertaking an interview.

14 INTERVIEWS

14.1 The interview panel must not normally discuss applicants with other staff not connected to the recruitment process. However, it may be agreed in advance that particular members, staff or volunteers have an agreed and clearly defined role in the interview process.

14.2 Pre-interview preparation

14.2.1 In the pre-interview meeting, panel members should discuss and agree the final form of the questions and test, who will ask which questions and the structure of the interview. Value-based interviewing should be utilised with the aim of checking the candidate's values and whether they align with BRR as well as checking their values to safeguarding children and adults at risk.

14.2.2 Panel members should also consider any references received and agree any supplementary questions required as a result of the references.

14.3 Interview and testing

14.3.1 Candidates may be required to undertake a test relating to the specific role to be undertaken. This should be agreed by the shortlisting panel and candidates notified in advance that a test will take place at interview. Any disabled candidate will be entitled to ask for 'reasonable adjustments' to the test (e.g. typing rather than handwriting, materials in different formats).

14.3.2 If a presentation is required at the interview the candidate will be advised in advance of the title, the time allowed and expected format (e.g. verbal, powerpoint etc).

14.3.3 Shortlisting panels will consider any tests or presentations carefully to ensure they relate to the person specification and job description and that they do not advantage internal applicants and those with English as a first language.

14.3.4 At the interview, each candidate will be treated in the same manner and be asked the same questions. Questions will be provided to candidates ahead of the interview. Follow up/supplementary questions may only be used to clarify the meaning of the question, clarify any aspect of the answer, seek

further information, as long as this does not give any undue advantage. Value based questions will be used in accordance with safer recruitment guidance. Interviews will be used to establish whether the applicant has a sufficient understanding/use of English to do the role for which they are applying.

14.3.5 Supplementary questions may also be asked and will vary with each candidate and their answers. All supplementary questions must be recorded by panel members. Panel members may also ask supplementary questions agreed in advance, which relate to specific points in the candidate's application form e.g. inconsistencies or gaps, as part of the safer recruitment process.

14.3.6 Any concerns raised in references should be fully explored with the applicant by the interview panel.

14.3.7 The interview is an essential part of the safer recruitment process and panel members should design questions that ascertain the motivation, attitudes and beliefs of the candidate, as well as their experience and qualifications. For example, direct questions on safeguarding, maintaining professional boundaries, attitudes to young people, adults at risk, etc. The interview assessment sheet should note what values are being sought by way of each question, e.g. resilience, anti-discriminatory practice, etc. and what 'negative' answers may include e.g. blaming language to children, lack of collaborative working, etc..

14.3.8 Interviewers should make notes during the interview assessing candidate's abilities against the person specification.

14.3.9 Interviewees will be given an opportunity to ask questions at the end of the interview. This is not part of the assessment.

14.3.10 Candidates will each be asked a possible start date, and also how they would like to be informed of the outcome (phone, letter or email). They should be reminded that, if offered the job, they must be entitled to work in the UK, and any criminal record should be disclosed. They should also be advised that a probationary period will apply.

14.3.11 The successful candidate will be selected based on the panel's judgement as to which candidate best meets the essential criteria in the person specification. This will be determined through a consistent marking

system on the interview assessment sheets that will be recorded by each panelist.

14.3.12 Each each panel member records and scores independently and this is then discussed. It is the Panel Chair's responsibility to seek a consensus as to the successful candidate; to record reasons for appointing and rejecting candidates and to collect application forms and notes taken during the interview.

15 POST INTERVIEW

15.1 Appointments

15.1.1 The chair of the panel or the Office Manager will offer the job verbally to the successful candidate, subject to satisfactory references and pre-employment checks (DBS checks and entitlement to work in the UK, ID checks and, where appropriate or if requested in the person specification for the role, qualification checks and regulatory body membership checks), and agree a start date.

15.1.2 The Office Manager will send a letter of confirmation to the successful candidate stating that appointment is subject to satisfactory references, pre-employment checks and a three month probationary period (this may also be extended in certain circumstances).

15.1.3 If a disabled person is appointed, they will be offered an Access to Work assessment within the first six weeks of employment, so that 'reasonable adjustments' can be put in place.

15.2 Unsuccessful applicants

15.2.1 The chair of the panel or the Office Manager will inform unsuccessful candidates of the outcome of the interview and will offer feedback if requested.

16 SAFER RECRUITMENT

16.1 BRR recognizes that in order to protect children and adults at risk it needs to adopt safer recruitment practice. Much of this is incorporated into the above recruitment procedures.

16.2 In addition, it is important to recognise that throughout the recruitment process there should be a thorough gathering and analysis of all information on candidates (from the application, qualifications, employment history, references, disclosures, interview etc.) which must be analysed to see if there are any concerns relating to safeguarding that need to be explored further.

16.3 Safer recruitment is not only about the appointment of a staff member, but also relates to the pre-employment checks and then addressing safeguarding issues throughout the induction and probationary period and as part of their on-going supervision and appraisal.

16.4 Members of SMT and Service Managers will receive training on safer recruitment to increase understanding of how abusers operate.

17 PRE- EMPLOYMENT CHECKS

17.1 References

17.1.1 References must be obtained prior to interview for staff working in the Early Years Project. In respect of other posts, references are not normally asked for until after interview but posts will be offered conditionally. References must be received before the position is confirmed.

17.1.2 External applicants must provide two referees, one of who should be a line manager in a previous employment (unless there are very good reasons why this is not possible.) Internal candidates should provide one referee outside the organisation, preferably a former line manager.

17.1.3 References should be requested using the standard form which includes specific questions and asks specifically about previous safeguarding concerns or allegations.

17.1.4 Open references and testimonials will never be accepted at face value but instead will always be followed up to verify the contents. If a reference made using the standard form reveals any discrepancies or inconsistencies about the person's suitability, this should always be followed up and explored with the referee by telephone, with a written record being kept of the conversation.

17.2 DBS Checks

17.2.1 As an organisation committed to equity, diversity and inclusion, we recognise the contribution that everyone, including ex-offenders, can make as volunteers and paid staff, and a previous conviction would not automatically exclude an applicant from employment with BRR.

17.2.2 Most posts in BRR will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exemptions) Order 1975. Therefore, applicants will be required to provide full details of all convictions, cautions and bind-overs including those regarded as spent under the ROA, and any pending prosecutions, and DBS checks will be carried out.

17.2.3 The Office Manager will be responsible for ensuring that appropriate Vetting and Barring Service checks are carried out for all newly appointed staff in line with the BRR Disclosure Checks Policy.

17.2.4 If any offence is declared by the applicant or is revealed by the DBS check, this will be dealt with in accordance with BRR's Recruitment of People with Convictions Procedure set out below.

DBS does not show overseas criminal records (unless known). Overseas check may be carried out if the applicant has been resident overseas for three months or more in the past five years.

Normally, no-one would start in post until their DBS clearance has been received. However, if there is an urgency to start the employment in relation to BRR's service delivery, an applicant may start work with a DBS check pending, providing a full risk assessment has been carried out by the CEO and Line Manager and is held in the employee's file. However, they will still not be confirmed in post until a satisfactory DBS is received. This risk assessment will identify ways to mitigate risk and may include no unsupervised access to people, records, buildings and will be for a time limited period.

17.3 Proof of Eligibility to Live and Work in the UK

17.3.1 The Immigration, Asylum and Nationality Act 2006 requires employers to carry out documentation checks before they employ any staff, and to review any time limited right to work every 12 months. BRR will follow the prescribed government procedures before confirming an applicant in post.

17.4 Ofsted Declaration: Disqualification

17.4.1 In addition to the above checks in respect of all staff employed in the crèche or involved in line management of crèche workers, an additional check is required.

17.4.2 All such persons will be required to complete an Ofsted Declaration: Disqualification Form. This form can be found at Appendix A.

18. RECRUITMENT OF PEOPLE WITH CONVICTIONS

18.1 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Bristol Refugee Rights undertakes to comply fully with the DBS [Code of Practice](#) and undertakes to treat all applicants for positions (both paid and voluntary) fairly.

18.2 We are committed to the fair treatment of our staff, potential staff, volunteers or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical / mental disability, or offending background.

18.3 We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview or volunteering positions on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.

18.4 Our policy on the recruitment of people with convictions, is made available to all job applicants at the outset of the recruitment process and to all potential volunteers during a volunteer recruitment. It is a requirement that all DBS registered bodies must treat applicants (potential staff or volunteers) who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

18.5 Having a criminal record will not necessarily bar an individual from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the people who the individual would be working with, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

18.6 The decision to take on/not a member of staff with a criminal record will be made by the Office Manager, the CEO and one Trustee (who may either be the Trustee on the recruitment panel, the Safeguarding Trustee or another Trustee from Staffing Committee as appropriate). The decision to take on/not a volunteer with a criminal record will be made by the Volunteer Manager and CEO/Head of Services. Decisions will be made on a case by case basis and will be recorded.

18.7 The procedure:

- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and role descriptions will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview or in a later separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment or a voluntary position.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or a voluntary position.
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

19 CONFIRMATION OF EMPLOYMENT

- 19.1 As soon as the references and pre-employment checks have been satisfactorily received, a letter should be sent by the Office Manager to the applicant confirming them in post subject to a satisfactory completion of the three-month probationary process. This should be accompanied by the contract to be signed by the Applicant and the Office Manager.
- 19.2 Application forms of candidates not selected for interview will be held at the BRR office for 6 months after an appointment is made. The application forms and interview notes of unsuccessful candidates selected for interview should be held at BRR office for 1 year after an appointment is made.
- 19.3 All application paperwork relating to the successful candidate will be kept on their personnel file until one year after termination of employment.

20 TEMPORARY STAFF

20.1 Temporary posts of up to 6 months

- 20.1.1 For temporary posts a recruitment panel may not be necessary but a job description and person specification should be written. The CEO can decide and make appointments, assessing the candidate against the person specification, consulting the Treasurer/Finance Committee if there are financial issues. All appointments must be documented and appointment letters and contracts issued.
- 20.1.2 If funding becomes available to make the post long term, then a full recruitment process will be required.

21. BANK STAFF

- 21.1 For posts identified as being appropriate to employ bank staff on zero hours contracts, a full recruitment process may not be necessary but is usually desirable due to the nature of the work for people to undergo an interview. The CEO or Office Manager and Line Manager (if appropriate) can decide and make appointments, assessing the candidate against the person specification.
- 21.2 If funding becomes available to offer regular hours, then a full recruitment process will be required.
- 21.3 If bank staff are employed through an agency BRR must clarify that the agency has completed the checks and references which BRR would complete if the candidate were directly recruited; if not, we will ask the agency to comply with

our policy and seek confirmation that all checks are done with dates of receipt and are satisfactory. BRR will request photo ID for any agency staff and check on day one to verify they are the person sent by the agency.

22. PROBATIONARY PROCESS

22.1 All posts over three months duration are subject to a three month probationary period, and line managers should follow the Probationary Policy and procedure. This period may be extended in certain circumstances.

23. CAREER DEVELOPMENT OPPORTUNITIES

23.1 Bristol Refugee Rights aims to encourage staff to develop their skills and to create as many career development opportunities as possible provided this can be achieved without detriment to service delivery. We do however need to balance this with our duty to the unemployed, including unemployed people with refugee backgrounds, and the need to refresh the talent within Bristol Refugee Rights.

23.2 On request from either new or existing staff members, Bristol Refugee Rights will look at ways of varying work patterns to meet the needs of staff with other domestic or professional responsibilities or commitments.

24. MONITORING

24.1 The Staffing Sub-Committee will monitor the implementation of this Policy and Procedures and will report to the Board of Trustees on any changes required.

24.2 At least once a year, a report will be produced for the Staffing Sub-Committee showing the equality breakdown of all applicants' shortlisted and successful candidates to see what positive action is required in future.

Date Approved by Board: January 202

Date for Review/Who to Review: This policy will be reviewed three yearly by the Staffing Sub-Committee.

Appendix A: Ofsted Declaration: Disqualification



Bristol Refugee Rights

Declaration: Disqualification

I have read the DfE document **Keeping children safe in education: childcare disqualification requirements - supplementary advice** and confirm that I am not disqualified.

I understand and accept that I must inform my line manager/BRR CEO immediately if I become disqualified.

Signature _____

Print name _____

Job Title _____

Date _____

Appendix B: BRR Safer Recruitment Checklist

PRE INTERVIEW	Initials	Date
Planning – timetable decided; panel decided; job description, person specification, application form and other documents for applicants prepared		
Vacancy advertised – advertised where appropriate; advertisement includes reference to safeguarding policy (statement of commitment to safeguarding and promoting the welfare of children) and need for applicant to be DBS checked. Job pack includes <ul style="list-style-type: none"> ▪ Cover letter including advice on completing the application form ▪ Application form and guidance which includes Policy Statement on Rehabilitation of Offenders and a self-disclosure form ▪ Job description and person specification ▪ Equalities Monitoring form ▪ Job applicant privacy notice ▪ Our Equal Opportunities statement and Safeguarding statement (summary of Child Protection and Safeguarding policies) are accessible on BRR website jobs page 		
Applications on receipt - personal information page separated and packs provided to panel		
Shortlisting – panel to scrutinize applications including discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing; short-list prepared; interview questions and/or tasks planned		
References – check policy to see if post requires references to be requested prior to interview References should be sought directly from referee; use reference request pro forma; ask specific questions including any previous safeguarding concerns/allegations		
References – on receipt – checked against information on application, scrutinized; discrepancies taken up with referee by email/phone and/or applicant		
INTERVIEW		
Invitation to Interview – includes all relevant information and instructions		

Interview – explore applicant’s suitability for work with children/vulnerable adults as well as for the post Identity and qualifications of applicants verified on day of interview by scrutiny of documents and copies taken		
POST INTERVIEW		
Conditional offer of appointment – offer of appointment is conditional on pre-employment checks, probationary period and references (if not taken up prior to interview)		
References – if not a post requiring references to be requested prior to interview References should be sought directly from referee; use reference request pro forma; ask specific questions including any previous safeguarding concerns/allegations		
References – on receipt – checked against information on application, scrutinized; discrepancies taken up with referee by email/phone and/or applicant		
Evidence of right to work in UK – seen and copies retained; right to work form completed		
DBS certificate – appropriate level of check is requested and received. Where it is proposed to start the person in post before it is received (will not be appropriate for EYP posts); risk assessment has been completed by line manager and handed to CEO		
Child Protection/Safeguarding training – included in induction and ensure attend training		