

Recruitment and Selection Policy

At Hybrid Technical Services we aim to set out the legal requirements for a safe, effective recruitment process of all our staff.

HTS will ensure we protect our staff and learners from the risk of harm by attracting and selecting the best possible applicants to vacancies. To deter, identify and if necessary, reject prospective applicants whom are deemed unsuitable to work with children, young people and vulnerable adults.

No vacancy will be advertised or publicised (internally or externally) in a way which discourages applications from any sector of the population. All applications will be considered on merit. Each individual will be assessed against a set of objectives, non-discriminatory criteria that will be directly related to the demands of the particular vacancy.

All advertisements, application forms and other recruitment material will clearly state that we are an equal opportunities employer and will avoid statements or questions which tend to discourage applications for employment from any sector of the population.

All interviews will be conducted in accordance with the terms and spirit of this policy. The questions asked of candidates will be closely related to the selection criteria and will be asked in order to elicit information which will give a fair assessment of that particular applicant's ability to perform the tasks required by the vacancy.

Specific questions will not be asked of candidates which make assumptions about a candidate's commitment or ability based on any of the grounds identified in the statement of this policy.

No one sector of the population will be disadvantaged or discriminated against in relation to the terms of employment offered or applied to them. Hybrid Technical Services will, where appropriate, make reasonable adjustments to its arrangements for interviews and conditions of employment for disabled applicants where necessary to ensure that existing arrangements or conditions of employment do not place such applicants at a significant disadvantage to other applicants.

Internal vacancies will, if possible be filled by promotion. Hybrid Technical Services will consider enlarging the pool of applicants for promotion where this proves necessary to ensure that, in accordance with its policy, the pool of applicants is capable of fairly representing all sectors of the population. Applicants for promotion will be considered only on the basis of their skill, aptitude, experience and suitability for the vacancy.

Employees involved in recruitment and the management or supervision of others will receive training to help them understand and comply with the law and the policy. No employee will be denied access to training on discriminatory grounds. Specific and/or additional training will be made available for disabled employees as is reasonably necessary.

Date Reviewed: 01/08/2023

Next Date For Review: 01/08/2024

Recruitment and Selection Procedures

Our designated safeguard lead (DSL) and Director has undertaken training in safer recruiting and is fully competent to advise and lead the recruitment panel for Hybrid.

Our safer recruitment standards start within the advertisement for the post. The job description and personal specification will clearly identify Hybrid's commitment to child protection and safeguarding all learners within our organisation, along with our safeguarding statement.

All applicants applying for a post will be asked to complete a self-declaration regarding a current or past criminal history or barred status due to convictions

Identification of the recruiting panel

We currently have a minimum of two people on our recruiting panel. However, we have four people eligible for this role. The same two people are involved in every step of the process.

Advertising

We use Merseyside and Liverpool Local Authority job vacancy services to advertise posts for the purpose of recruitment. Any advertisement posted will include:

- a recruitment and selection policy statement'
- a statement regarding Hybrid's commitment to safeguarding and promoting the welfare of our learners.
- a statement outlining our commitment to equality and diversity within the recruitment process.
- a self-disclosure form should any person need to declare a criminal record prior to their interview. All staff working at Hybrid Technical Services are exempt from the Rehabilitations of Offenders Act (ROA) due to the nature of working with young people.
- we also state that all applicants will be subject to an enhanced DBS check.
- a request for two separate references from previous employment, with at least five years employment history should the applicant be successful.
- a clear job description stating what we are looking for in an employee. And a person specification, outlining the essential and non-essential criteria required for the job role.

Shortlisting

We shortlist all candidates against the person specification for the post. We will also ensure that all applicants, regardless of whether they reached the interview stage or not, are informed of the outcome. We welcome all applications from all sections of the community. All applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious beliefs, ethnic origin, or sexual orientation. See equality and diversity policy statement.

Interview stage

Interviews will always be face to face. However, a virtual interview can be arranged through our Teams electronic platform should this be necessary.

At the interview, each candidate will be questioned using the same set of criteria and questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of job role. This will be delivered alongside an informal discussion to allow the candidate to speak about their own achievements and highlight their own skills, knowledge and experience.

Candidates will always be required to explain or produce the following:

- explain any gaps in employment.
- declare any information that may be likely to appear on a DBS disclosure form.
- demonstrate their capacity to safeguard and protect the welfare of young children and vulnerable adults.
- provide a satisfactory reference should the candidate be offered the post. This should be received prior to proceeding with employment.
- senior managers involved in any financial areas of the business may be required to undergo additional checks regarding financial history and allegations under section 126

The director and a second member of staff will then select the most suitable person for the position based on the overall scores, knowledge and evidence of their understanding of the role. Each candidate will receive communication from the Managing Director stating if they have been successful with their application.

Employment checks

The successful candidate will be offered the position subject to at least two references from a previous employment. However, if the candidate has evidence of over five years in the same employment, we will only require one reference. These references will be taken up prior to employment commencing. Referees will be sought directly from the organisation. Referees will always be asked specific questions about the candidate, such as:

The candidates' suitability to work with children and vulnerable adults.

- employment references dating back five years
- disciplinarys on the candidate
- allegations made towards the candidate
- Internet and social media search

All new employees will be subject to an enhanced DBS from the Disclosure and Barring Service. Any prospective employee who is currently registered on the DBS update service will be allowed to start work immediately.

Any candidate who is not listed on the update service and waiting for their DBS certificate to arrive will not be allowed access to any personal information regarding the learners/staff, or be left alone, on a 'one -one' basis with any learners until clearance has been confirmed.

All qualifications will be checked against the actual certificates, or the personal learning record (PLR) and copies taken for the personnel file.

Successful candidates will be required to prove their identity against photo ID. For example, a passport, or birth certificate. They will also be requested to produce documents to prove they are eligible to live and work in the UK (if applicable).

Induction

New staff will be provided with a clearly written and structured staff handbook. Along with a mentor to support and guide the new staff member through their induction period.

The initial induction includes training on relevant procedures from Hybrid policies and agreeing and signing contracts.

- Keeping Children Safe in Education-part one for non-senior staff
- Working Together to Safeguard Children
- How to report a safeguarding concern
- Whistleblowing policy
- Complaints policy



The induction plan sets out what new members of staff will cover throughout their Three, six and twelve month induction period and how they can request support if required. This information will follow through to the staff members first appraisal and review plan.

An individual CPD plan will be agreed and drawn up taking into account sector specific companies, legislative compliance and personal development needs for the new employee.

Directors Signature:

A handwritten signature in black ink, appearing to read "S. Gilmore", written in a cursive style.