

The Bosco Centre	
Policy:	Safe Recruitment and Selection Policy and Procedure
Applies to:	College, Nursery & Youth club
Reviewed:	October 2019
Next Review:	October 2020

The Bosco Centre is committed to thorough and well-planned, safe recruitment and selection in order to obtain high quality, stable staff, who will work within our ethos for the betterment of the children and young people using our Centre. Our recruitment will be in line with our Equality and Diversity Policy and Procedures, which encourages recruitment from a cross representation of our society, so that diversity is celebrated and its richness enhances the work of the Centre, which is to support and empower young people and their families, regardless of race, religion, disability or orientation, to reach their potential as honest and responsible citizens.

Procedures

- Job Analysis.
- Budgeting done for job.
- Job description drawn up.
- Panel meets to prepare Person Specification.
- Advertising in as wide an area as possible to give Equal Opportunities
- Applications sent out, after scrutiny of application forms to prospective employees, along with Person Specification and Job Description. Ask for disclosure of any reason why person may not be eligible to work with children and young people – signed
- Panel (from Trustee Body and Senior Management Team) together with the Principal, score applications on the criteria of the Person Specification.
- Short listing according to the criteria.
- Interviews done by the Selection/short listing/person spec. panel.
- Safer recruitment procedures will be followed at all times including checking the barred list; identity checks; right to work in the UK; DBS enhanced checks, prohibition from teaching; Section 128 for management; health checks annually; two references verified before commencing work; gaps in employment checked.
- Police checks done before starting, in keeping with DBS and working with children and vulnerable adults. "This post is exempt from the Rehabilitation of Offender's Act and any criminal convictions should be given" Candidates will be asked at the interview if they have any criminal convictions, and a note will be taken of the reply. If "yes", further details will be sought and if necessary guidance will be sought from our Employment Advisers.
- A probationary period of 13 weeks should allow time for capability and performance to be measured by the Senior Management Team/Principal
- Disciplinary and grievance procedures will be explained as per our document, and on contract of Employment.