

## **Recruitment and Selection Policy**

### **Introduction**

The purpose of this policy is to set out our approach to recruitment and selection and our commitment to equality, diversity and fairness.

Having the right person in the right place at the right time is crucial to organisational performance. Dyslexia Cornwall is committed to ensuring that all stages of the recruitment process - writing the role profile and person specification, advertising, attracting and managing applications, selecting candidates, making the appointment and inducting the new employee – are conducted fairly and effectively.

The Management Committee are responsible for recruitment. Everyone involved in recruitment and selection has a responsibility to make sure that this policy is followed.

Selection methods will be reliable, objective and guard against bias. Essential and desirable requirements for roles will be published in the role profile and person specification. The selection process normally consists of a short list and if successful, applicants are invited to interview. Some positions may require additional assessments, such as a presentation and if this is the case, details will be included in the application pack.

All members of recruitment panels will have received guidance/briefing on recruitment and selection techniques and best practice.

As part of our commitment to customer care, we offer feedback to all unsuccessful interviewed candidates on request.

### **Equality and Diversity**

Dyslexia Cornwall recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We aim at all times to recruit the person who is most suited to the job and welcome applications from people of all backgrounds - men and women, people of all ages, sexual orientations, race, colour, ethnic or national origin, religions and beliefs; marital or civil partnership status; caring responsibility; Pregnancy or maternity; physical, sensory or learning disability.

Selection for employment will be fair and equitable and based solely on the basis of the applicant's abilities and individual merit assessed against the criteria for the job. All personal details are separated from the application form before shortlisting and therefore not seen by anyone involved in making selection decisions. Selection

panels only view Section 2 of the application form where there are no personal details. Dyslexia Cornwall will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, gender identity, disability, nationality, national or ethnic origin, religion or belief, marital or civil partnership or family status, sexual orientation, age, pregnancy and maternity, social class, educational background, employment status, working pattern, trade union membership or any other irrelevant factor in any aspect of employment.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Our roles are open to discussion about flexible working, which would include arrangements such as part-time working, formalised flexi time, fixed (non-standard) working hours, working from home and job-sharing subject to business needs.

Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we may ask about the diversity profile of people who apply for posts at Dyslexia Cornwall. This information is given in confidence, separate from the application form, and is not seen by any person involved in making selection decisions. However, if applicants would prefer not to answer any of the questions, they may leave them blank.

If any candidate feels they have been unfairly discriminated against during the recruitment and selection process, they may contact us to raise such concerns.

### **DBS and Recruitment of ex-offenders**

Disclosure and Barring Service (DBS) checks are only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested 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 called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under confidential cover, to a designated person within Dyslexia Cornwall and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

As an organisation using the DBS checking service to assess applicants' suitability for positions of trust, Dyslexia Cornwall complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Unless the nature of the position allows Dyslexia Cornwall to ask questions about a candidate's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Dyslexia Cornwall who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a 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 sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working for Dyslexia Cornwall. This will depend on the nature of the position and the circumstances and background of the offences with due consideration given to our responsibilities to protect children and vulnerable adults.

### **Entitlement to work in the UK**

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (known as the 2006 Act). These rules came into force on 29 February 2008. They replaced the previous rules under section 8 of the Asylum and Immigration Act 1996 (known as the 1996 Act). To comply with the provisions of the Act, successful candidates will be asked to provide evidence of their entitlement to work in the UK before an offer of employment can be confirmed.

## **Duties under the Act**

Under the 2006 Act Under the 2006 Act we understand we have a duty to prevent illegal working by carrying out document checks to confirm if a person has the right to Revised April 2015 Printed on recycled paper work in the UK. Staff should check and keep copies of original, acceptable documents before someone starts working for Dyslexia Cornwall. If a person has a time limit on their stay, then it is necessary to carry out repeat checks at least once every 12 months. If a person has a restriction on the type of work they can do and, or, the amount of hours they can work, then we will not employ them in breach of these restrictions.

For more information, please refer to the full guide for employers on preventing illegal working in the UK:

<https://www.gov.uk/government/publications/preventing-illegal-working-guidance-for-employers-october-2013>

## **Confidentiality**

Throughout any proceedings under this Policy, Dyslexia Cornwall will seek to ensure that confidentiality is maintained.

## **Interview outcome and making an offer**

The Chair of the recruitment panel will inform the successful candidate orally and then this will be followed up the offer in writing once the individual has orally accepted, even if a start date has not yet been agreed.

The unsuccessful candidates are normally also informed by phone and subsequently in writing.

Following oral confirmation of the preferred candidate's acceptance an offer of employment will be sent out. Various employment checks will be necessary depending on the position and these may include:

- a pre-employment medical assessment;
- employment references;
- qualifications check;
- Disclosure and Barring criminal records check if required;
- permission to work in the UK document check and/or approval from the UK Border Agency if required;
- declaration of interest form.

## **Complaints procedure**

Any applicant who considers that they have been unfairly treated or discriminated against should be advised to contact the Chair of Trustees, in writing, or by email, as soon as possible. Complaints received within one month will be taken seriously and investigated promptly and sensitively. This does not affect candidates' legal rights.

## **Exit Interviews**

Following resignation, retirement, dismissal or redundancy of an employee Dyslexia Cornwall will, wherever possible hold an Exit Interview.

The primary aim of the exit interview is to learn reasons for the person's departure and to make sure they are happy with the process. Notes should be taken at the meeting and a copy sent to the departing employee for them to sign after the interview. This is useful for the organisation should later claims for unfair dismissal or other issues be taken to an employment tribunal.

Exit interviews are also an opportunity for the organization to enable transfer of knowledge and experience from the departing employee to a successor or replacement, or even to brief a team on current projects, issues and contacts.

Sometimes an exit interview provides the chance to retain a valuable employee who would otherwise have left.

## **Monitoring and review**

The Board of Trustees, will regularly review the operation of this policy.

**This policy has been approved and authorised by the Trustees of Dyslexia Cornwall.**

Signed:



Name: Barbara Hewett-Silk

Position: Chairperson

Date: 18<sup>th</sup> January 2021

Next review due: January 2022