



Safer Recruitment Policy

Key Details

- Policy prepared by: Lelia Rainhartz
- Approved by board on: 8 June 2021
- Policy became operational on: 8 June 2021
- Next review date: 7 June 2024

CONTEXT AND OVERVIEW

Introduction

Mizrachi UK makes a positive contribution to a strong and safe community and is invested in the protection, safety and well being of those connected with our charity.

Why this policy exists

This safer recruitment policy ensures Mizrachi UK:

- Recruits the best individuals based on their merits, experience and suitability for the position and for the charity;
- Provides staff and volunteers with guidance and procedure on safe recruitment practices;
- Treats all prospective staff and volunteers fairly

PEOPLE, RISKS AND RESPONSIBILITIES

Policy scope

This policy applies to all staff directly employed by Mizrachi UK and to all personnel working in paid positions on any Mizrachi UK activities, events and programmes involving children, young people and vulnerable adults. It is noted that not all job roles at Mizrachi UK involve working directly with children, young adults or vulnerable adults however, every best effort will be made to ensure that we follow a fair, transparent and consistent process appropriate to the job role.

This policy applies in all contexts and locations of Mizrachi UK's work, for example, our work in communities, residential camps, tours and conferences.

This policy is made available to all staff and prospective staff.

Responsibilities

Prospective staff are responsible for:

- **Providing all information requested** as part of this policy and the recruitment process, accurately and truthfully (to the best of their knowledge).
- **Supporting a timely recruitment process** by providing information promptly when requested.
- **Declaring any reasons that may impact on their suitability** to fulfil the role advertised at the start of the process.

All recruiting staff are responsible for:

- Recruiting **in line** with this policy
- Referring to Head of Finance and Operations **prior to advertising**

Head of Finance and Operations is responsible for:

- Having a **full understanding of this policy and procedure** and being a source of advice and guidance;
- Processing applications, necessary documents and **keeping accurate records of recruitment**;
- **Maintaining staff files** with all recruitment documentation included and any subsequent information relevant to the individual's employment or work;
- **Support the line manager** in conducting risk assessment for any prospective employee for whom there are disclosed or discovered concerns about cautions or convictions.

Advertising

To ensure equality of opportunity and access, all positions will be advertised to encourage as wide a field of prospective applicants as possible. This will usually involve a process of external advertisement. All advertisements will be placed on our website and links to these adverts may be referenced to in any social media or newsletters or other suitable recruitment outlet. In advertisements where the position involves working with children/vulnerable adults, the following statement will be included:

Mizrachi UK is committed to safeguarding and promoting the welfare of children/vulnerable adults and expects all staff to share this commitment. Background checks and an enhanced DBS will be required.

Job Description and Person Specifications

A clear job description, which outlines the responsibilities of the role being advertised, and a person specification is important in providing clarity to prospective applicants and for use in the selection process to ensure equitability and suitability for the position.

Job descriptions and person specifications will be written with support of Head of Finance and Operations and agreed prior to advertisement. Advertisements will have a link to the Mizrachi UK website with a contact email to request: the job description, person specifications, terms and conditions.

The job description will make clear that, where the position involves regulated activity with children, the position is exempt from the Rehabilitation of Offenders Act (1974) and that any prior cautions or convictions that would normally be considered 'spent' must be declared in accordance with this.

It is unlawful to employ any person into such posts that are barred from working with children and an offence to apply for such positions.

Head of Finance and Operations will hold templates for the job description and person specification.

Applications

The advertisement for positions within Mizrachi UK will make clear that applications will only be accepted on an individual's academic and employment history and suitability for the role. Incomplete applications will not be accepted.

Shortlisting and Interview

Applications for the position will be shortlisted using the criteria outlined in the person specification.

A face-to-face interview will be conducted with the applicant either in-person or via video link.

The interview process will seek to establish and verify the applicant's suitability for the position. It will also provide the opportunity to verify any gaps in employment or anomalies in order to reassure the charity that the applicant is able to meet the safeguarding requirements. Any information regarding past disciplinary action or allegations will also be explored further at this point, where disclosed through the application process.

At the point of interview (at the time where in-person, or immediately following where via video-link or other method), the applicant will be asked to provide original documentation that verifies identity, address and qualifications. Copies will be taken of this documentation and destroyed after 6 months if the applicant is not successful in recruitment.

Offers of Employment and Induction

Successful recruitment to the position will be contingent on the applicant meeting the following:

- Acceptance of a **mutually agreeable** start date and signing of the Statement of Particulars;
- Verification of **identity**;
- Receipt of **two satisfactory references**;
- Completion of the Disclosure and Barring Service (DBS);
- Verification of **qualifications** required for the position.

Upon successful recruitment, the new employee will receive an induction programme which identifies all policies and procedures, including the safeguarding and child protection procedures.

Staff Files and Records

All records of the employment process and checks will be retained by the charity on an individual's personnel file.

These records will be kept for the duration of the employment and for a period of 6 years after the end of employment and held securely.

Records on unsuccessful applicants may be retained for 6 months by the charity, before being confidentially destroyed.