

RECRUITMENT AND SELECTION POLICY

01 POLICY STATEMENT

- 01.1 The aims of this policy are to ensure that our organisation employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination and that we comply with the Equality Act 2010.
- 01.2 Our organisation is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.
- 01.3 We will monitor the composition of our workforce to identify areas that may need positive action measures to promote equal opportunity and diversity.
- 01.4 This policy does not form part of any employee's contract of employment, and it may be amended at any time. We may also vary elements, such as any time limits, as appropriate in any case.

02 WHO IS COVERED BY THIS POLICY?

- 02.1 This policy applies to all current and prospective employees. It does not apply to workers, agency workers, consultants or contractors.

03 WHO IS RESPONSIBLE FOR THIS POLICY?

- 03.1 While we ask all managers to take responsibility for making sure this policy is complied with, its successful operation also depends on you. Please take the time to read and understand it and to go back to your manager with any questions you may have.

04 ADVERTISING

- 04.1 Advertising of all positions will be carried out both internally and externally. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff noticeboard.
- 04.2 Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

05 APPLICATION FORMS

- 05.1 Application forms will contain relevant questions needed for selection.

06 SCREENING

- 06.1 Screening will be carried out by matching details of applicants to the requirements of the job. The screening criteria will be applied consistently to all applicants. Records of screening will be retained in accordance with the Data Retention Policy.

07 TESTING

- 07.1** If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained in accordance with the Data Retention Policy.

08 INTERVIEWING

- 08.1** The interviewing process will be carried out in the following way:
- A** No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
 - B** Questions will relate to the requirements of the job as established in the job description and/or the person specification.
 - C** Wherever possible interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders.
 - D** Applicants will be assessed at the end of interviewing against pre-defined criteria.
 - E** Interviewers will complete Interview Evaluation Forms for each candidate.
 - F** Records of the interview process will be retained in accordance with the Data Retention Policy.

09 SAFER RECRUITMENT

- 09.1** Freedom Foundation are committed to Safer Recruitment practices to keep colleagues, stakeholders and young people safe at all times. At least one member of the Freedom Foundation interview panel will have Safer Recruitment Training.
- 09.2** As part of the recruitment process, the ID and right to work in the UK status are checked, in addition to two references. A prohibition of teaching check is also complete for all new applicants.
- 09.3** Applicants are asked to declare any criminal convictions or cautions at the application stage and all candidates must undergo a new, clear enhanced Disclosure and Barring Service (DBS) check. If a candidate does not have a current enhanced DBS on the update service, then Freedom Foundation completes this process, and it must be satisfactory in order to offer any work.
- 09.4** If an enhanced DBS shows any cause for concern, then this will be discussed with the candidate and if applicable, referred to the Disclosure and Barring Service immediately.
- 09.5** All Freedom Foundation staff and facilitators are provided with training that is appropriate to their role.

10 PROMOTION

- 10.1** All employees will be aware of the promotional and career opportunities available to them from details circulated through the intranet and notices posted at prominent points. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.
- 10.2** Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

10.3 No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

10.4 Where the promotion relates to beneficial owners, officers and managers (BOOMs) this will be subject to the required checks and approvals as set out in clause 14 below.

11 REFERENCES

11.1 All employment offers are conditional upon receipt of two satisfactory professional references prior to appointment (usually from the past two employers). References will be checked in accordance with the standard reference checking form. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be able to provide two references, the issue will be dealt with on a case-by-case basis.

12 MEDICAL CHECKS

12.1 Upon commencement of employment an employee may be required to complete a medical assessment form and may be required to attend a medical check with a company-nominated occupational health specialist. This medical check will focus on the health and well-being of the employee in carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.

13 RIGHT TO WORK CHECKS

13.1 We will only employ workers who are legally entitled to work in the United Kingdom. All offers of employment will be subject to the successful candidate providing evidence of their right to work in the UK, regardless of their nationality, by providing the necessary original documentation or online share code where appropriate.

14 PROFESSIONAL QUALIFICATIONS

14.1 All applicants are required to provide evidence of professional qualifications if requested. Confirmation will be sought from the relevant Examination Board if certificates cannot be produced.

14.2 The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.

14.3 If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to our attention at any stage during employment, the individual will be subject to disciplinary action and may be liable to dismissal.

15 BENEFICIAL OWNERS OFFICERS AND MANAGERS (BOOMS)

15.1 Any BOOM appointments will be subject to approval by the [Solicitors Regulatory Authority {SRA}] [Institute of Financial Accountants {IFA}].

15.2 For approval to be granted we will require evidence of a satisfactory basic DBS check (which must be less than 3 months old).

15.3 All employment offers or internal promotions for a BOOM are conditional upon approval being granted by the [SRA/IFA]. If at any time approval is withdrawn, employees must immediately cease to act as a BOOM.

16 ANTI-BRIBERY CHECKS

- 16.1** When recruiting for roles that may be vulnerable to bribery risks, and subject to the requirements of the Rehabilitation of Offenders Act 1974, we may need to carry out additional checks during the recruitment process.
- 16.2** These checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.

17 REVIEW OF THIS POLICY

- We keep this policy under regular review.
- Review of this Policy: Jan 2025
- Next Review Date: Jan 2026
- Reviewed By: Laura Grant
- Position/Role: Director of Freedom Foundation

