

## **Recruitment Policy and Process**

The purpose of this policy is to outline the process for assisting Time 4 Children in sourcing talented and suitable people to fill employee, volunteer and trustee opportunities in a timely and efficient manner.

The success of Time 4 Children hinges on the calibre of the team of employees, volunteers and trustees. Our aim throughout the recruitment process is to establish a fully competent, skilled, effective, committed and flexible team.

Employees, volunteers and trustees will be recruited on the basis of their skills, qualifications, experience, potential and motivation regardless of age, race, gender, ethnic origin, sexual orientation, religion or belief, marital or civil partnership status, gender, gender reassignment, pregnancy or maternity and disability.

### **Process**

Applications should be submitted in writing to the Manager at Time 4 Children. Individuals who have not completed an Application form and Personal Information form will be asked to do so and state their right to work in the UK. This allows the application process to be fair and consistent. Any applicant who has a disability and or specific requirements to be able to make an application to Time 4 Children should raise these at the earliest opportunity so that, where possible, these can be accommodated. At first stage of an application, the applicant will be required to complete a self-disclosure form.

Due to the nature of the services offered by Time 4 Children applicants will be asked to undertake an advanced/barring criminal record check (Disclosure and Barring Service). For this applicants will need to provide at least 3 types of evidence of identity e.g. passport (for photo identity or photo driving licence,) birth certificate, marriage certificate, utility Bill for evidence of current address. Please note that no practitioner or volunteer will have any contact with a child or young person until such time as a clear DBS check has been received for that individual.

At least two professional and/or character references will be sought and obtained in writing or in person, with experience and knowledge of the applicant's employment or contact with children or young people before interviewing any applicant, in order that any issues or concerns can be explored further with the referee and taken up with the applicant at the interview.

The application form will ask applicants to declare any criminal convictions, including spent convictions an applicant may have. Any criminal convictions declared will be considered in line with the Rehabilitation of Offenders' Act 2017 and Child Protection legislation currently in force.

At interview stage, two people, one of whom where possible shall be a Member of the Board of Trustees, along with the Manager will interview an applicant.

All trainee volunteers will have a supervised probationary period as part of their training followed by ongoing individual and group supervision.

Revised date: September 2024

To be reviewed: September 2025

Registered Charity Number 1111837

### **Applicants for Trusteeship**

Trustee applications follow the above process of safe recruitment and in three stages.

First stage: Upon inquiry, a telephone conversation to take place between the Chair and potential applicant. The Applicant can then be sent a copy of Time 4 Children's Constitution and the Charity Commissions 'The Essential Trustee' along with an application form, description of Trustee role, conflict of interest declaration form, a Trustee declaration form and Trustee obligation form.

The application form will ask applicant to declare any criminal convictions, including spent convictions an applicant may have. Any criminal convictions declared will be considered in line with the Rehabilitation of Offenders' Act 2017 and Child Protection legislation currently in force. Applicant to submit completed application.

Second stage: The Trustees will take up applicant's references before inviting applicant to attend an interview.

Third stage: Interview. Trustees will inform applicant by letter (email attachment) of successful outcome and invite applicant to join the Board followed by induction. Applicant will be asked to provide three pieces of ID for DBS clearance.

### **Right to work in the UK**

Under the Asylum and Immigration Act 2006, we are required by law to ensure that all Trustees, employees and volunteers are entitled to work in the UK. To avoid making unfair judgements we ask all new employees to provide documentary evidence of their right to work in the UK. Guidance on acceptable proof of right to work documents can be obtained from the Practice Manager.