



## RECRUITMENT POLICY

### Recruitment

Colourbox follows the Suffolk Safer Recruitment Guidelines.

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

All members of the selection group will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard.

Application forms will be sent out and will not include questions that potentially discriminate on the grounds specified in the statement of intent.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

At interview, no questions will be posed which potentially discriminate on the grounds specified in the statement of intent. All candidates will be asked the same questions and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Although you should no longer ask any health related questions prior to offering someone work in accordance with the Equality Act 2010, the national College for Teaching and Leadership provides further guidance specific to working with children:

*Providers have a responsibility to ensure that practitioners have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a practitioner must be able to perform are set out in the Education (Health Standards England) Regulations 2003. Providers are responsible for ensuring that only practitioners who have the capacity to teach remain on the staff team.*

*People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach. Further information on training to teach with a disability is available from the DfE website.*

*Providers should not ask all-encompassing health questions but should ensure that they only ask targeted and relevant health-related questions, which are necessary to ensure that a person is able to teach.*

As it is a condition of employment that all employees undergo a Disclosing and Barring Services check, it follows that it is vital that we monitor the Enhanced Disclosure status of our employed staff, students and volunteers throughout their time with us. New staff awaiting the arrival of their DBS certificate will be supervised at all times and will not undertake any personal care routines.

#### HOW WE ACHIEVE THIS

- We ensure that Enhanced Disclosures are in place for all staff, students and volunteers
- It is a responsibility of the employee to notify us of any convictions or warnings which may occur during their time with us.
- It is a responsibility of the employee to notify us of any changes to their address, marital status, telephone number, name or any other detail of which we need to be aware.
- Staff are asked formally on their appraisal form at their annual appraisal to confirm that they do not have any criminal convictions that would stop them from working with children.
- Where appropriate, staff are required to subscribe to the DBS Update service at their own cost.

#### Recruitment of ex-offenders

As an organisation using the Disclosing and Barring services (DBS) to assess applicants' suitability for positions of trust, Colourbox complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Colourbox is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy regarding the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

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.

Disclosure forms part of the recruitment process for all successful applicants. 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 separate, confidential cover to the management team at Colourbox and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Colourbox reserves the right to ask questions about your entire criminal record, as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those at Colourbox 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.

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 will lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with Ofsted and with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

While in employment with Colourbox, should you be charged with any offence this should be disclosed to the HR Manager (Emma Groom) immediately.

This policy will be reviewed in April 2022