

 <p><b>Kaleidoscope</b> est.1968</p>	<h2>HR Policy 10</h2>
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# Recruitment & Selection Policy

### Version History

Version	Brief Summary of Change	By Whom	Date signed off by CEO
<b>V1.0</b>			
<b>V1.1</b>			
<b>V1.2</b>	Reference and DBS changes	Emma Patey	October 2014
<b>V.1.3</b>	Induction and Probation changes	Emma Patey	July 2015
<b>V.1.4</b>	Amalgamation of Kaleidoscope and ARCH	Emma Patey	March 2017
<b>V1.5</b>	References to ARCH removed	Leah Skinner	November 2018
<b>V1.6</b>	Format changed in line with new logo guidelines BBV, Vaccination, Training and Autism Aware sections added	Harriet Jacobs	August 2021

Review Date: August 2024

## **1. INTRODUCTION**

Kaleidoscope are committed to a policy of treating all of its employees and job applicants in a fair and equitable manner. No employee or potential employee shall receive less favourable treatment or consideration, during the recruitment process.

Kaleidoscope are also committed to its Welsh Language Policy agenda and to this end are committed to providing recruitment documentation and processes through the medium of Welsh, where this is requested.

It is Kaleidoscope policy to recruit only when there is a valid requirement and to recruit the best individuals for the job, regardless of race, nationality, sexual orientation, ethnic or national origins, gender, marital status, disability, pregnancy or maternity, religious beliefs or age.

This policy must be read in conjunction with the Equal Opportunities Policy. This policy does not apply in the event of an internal redundancy/re-structure exercise as alternative processes will be undertaken and communicated at the outset of any given consultation exercise.

This policy applies to all recruitment of employees, engaged to provide services for Kaleidoscope, irrespective of whether the contract is temporary, internship, fixed term or permanent. In addition, this policy will apply to contractors for contract services.

## **2. PROCEDURE**

### **2.1 Authority to Recruit**

Prior to any vacancy being advertised a decision is needed as to whether the post should be recruited for. Options to consider should include:

- Re-structure the job itself and share between existing roles
- Consider part time / flexible / outsourcing
- Assess the departmental structure to assess the need for additional resource

Before advertising for vacancies, the "Request to Recruit" Form (appendix 1) must be filled in by the manager wishing to recruit.

The purpose of the form is to manage the number of new starters into the organisation, making sure it is absolutely necessary to recruit. All fields must be completed, providing as much details as possible for the HR department. Failure to provide details may delay the process of advertising the post. Once completed, the form must be given to the Chief Executive for approval (via HR), advertising for posts can only commence once approval has been given.

## 2.2 Job Specification

A job specification outlining the day to day expectations of the role will be drawn up, for interviewing and selection purposes. The job description will include:

- Job title, salary, hours, location
- Duties and responsibilities
- Skills required
- Person Specification (which will include essential/desirable criteria relating to qualifications, experience and knowledge and other requirements)

## 2.3 Advertising the role

It is the policy of Kaleidoscope to advertise all vacancies internally for a one week period, prior to seeking external candidates, where Organisation need allows. Areas of internal advertising to be considered may include:

- Internal email distribution
- Organisation Newsletters

When advertising externally, Managers must discuss the most cost effective methods of advertising, ensuring that a good selection of possible candidates will be effectively targeted.

- Professional magazines
- Local/National press
- Preferred recruitment agencies that conform to best practice
- The job centre
- The Internet
- Local Radio
- Retained speculative CVs (Speculative CVs will be retained by the HR Department for 6 months)

## 2.4 Application Packs

Interested candidates applying for vacancies are able to do so via our website, where they will be able to view:

- Background to Kaleidoscope
- Overview of Services offered
- Downloadable Job Descriptions
- Online Application Form
- Applicants may be asked to submit a CV alongside their applications
- Expression of Interest Forms may be required where vacancies are advertised internally

## 2.5 Applying For a Vacancy

Our application form comprises of several sections for completion so that we are able to fairly and accurately review applicants.

Applications get pulled through to our HR database “Plato” where assigned Managers and HR have access to roles. Managers will receive a limited view in which they can shortlist solely on qualifications and experience only, all other personal information, including names are hidden and only HR can access this information.

Unless the nature of the position allows Kaleidoscope to ask question about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974, as amended.

Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of any offer of employment. Having a criminal record will not necessarily bar you from working with Kaleidoscope but will depend on the nature of the position and the circumstances and background of the offences. We will undertake risk assessments, relevant to the role, to understand the risks. All appointments and decision concerning convictions will require final agreement with the CEO.

Kaleidoscope work with individuals who are trying to overcome problems with alcohol and/or drugs. We support and encourage people who are in recovery due to their own problematic use of substances to apply for positions with us and have put in place mechanisms for properly supporting these employees. Candidates are asked to state on their application form if they currently or previously have received support for a substance misuse problem.

As a result of COVID19 we are asking all potential staff to disclose their COVID-19 vaccination status. We recommend staff to have had both vaccinations, plus any booster vaccinations (as required). Failure to provide this information may mean any potential offer of employment will be terminated, unless there are reasonable grounds, e.g. medically exempt.

## 2.6 Selection of Candidates

There are many legal obligations on the part of the employer when considering the selection of candidates. Interviews will be based on a selection of prepared questions, which reflect the requirements of the role, to assess candidates equally.

At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or any matter that might be relevant to the position.

If you are currently under a Licence Agreement with the Probation Service, we may be required to contact your Offender Manager in the event you are on license as part of our selection procedures, as required by the Probation Service.

If you are on a license agreement whereby your availability is determined by external parties / day release, you will not be able to fulfil contractual requirements to attend work and therefore unable to apply for a role with us.

Further in house testing, or assessment centres may also be a further option, to narrow down selection. The candidate selected, must demonstrate that they match the selection criteria more closely than any other candidate. The overall aim is to match the right person to the job.

The purpose of the selection process is as follows:

- To assess the skills and knowledge of the applicant
- To assess the attitude of the applicant
- To identify the strengths and development needs
- To probe inconsistencies and details submitted by the applicant

Interviews are to be conducted by two or three competent interviewers and where possible will include Service Users.

All interviews will be conducted in private and in a place without distractions. Where appropriate, the candidate should be shown the environment in which they will work.

The interview will reflect the Company philosophy, observe legal requirements, be conducted courteously and give full details of terms and condition of employment and benefits relating specifically to the vacancy at hand.

Where possible, the applicant will be told the outcome of the interview within 7 working days, or as soon as reasonably practicable.

Reimbursement of reasonable travelling expenses is at the discretion of the interviewer with prior approval.

## **2.7 Feedback**

Feedback for external applicants will only be provided to unsuccessful candidate following interview, upon receiving a written request. Internal applicants will be given feedback in person, detailing any development areas.

Managers, who have conducted the interview, may require their notes to be photocopied and passed on to the candidate. It is therefore imperative that notes prepared are done accurately and demonstrate a high degree of professionalism.

## **2.8 Offering the Position**

Upon selection of a suitable candidate, the Manager will discuss the applicable salary, benefits etc. All offers must be approved by the Chief Executive. A formal offer letter, detailing the main conditions of employment – including: start date, salary, holidays, benefits, job description, contract of employment and staff handbook will be issued prior to the employee commencing employment.

## 2.9 References / Employment Checks

All offers are subject to:

- Two satisfactory references (one being the employee's most recent employer)
- Proof of right to work in the UK, or Work Permits (where applicable)
- DBS Clearance at Enhanced Level (please refer to the Eligibility to Work/Volunteer Policy for more information)
- Qualification certificates
- Medical clearance (where applicable/relevant to the specific role)
- Completion of a satisfactory probationary period, as detailed on the contract of employment

Our policy on giving references for employment, study, tenancy etc. is to provide standardised Organisation references proving salary, role and service information only. All reference requests are to be passed to the HR Department for completion to ensure accuracy and consistency.

## 2.10 Employing Relatives

It is not our policy to recruit members of an employee's immediate family, or where a spousal relationship exists, into a position where a direct reporting relationship exists, or in some instances within the same work location. Kaleidoscope reserve the right to move employees in such cases and this principle will also apply when consideration is being given to internal promotions and transfers. Potential applicants are required to disclose any relationship, familiar or otherwise in relation to our organisation or our partner organisation, upon application, so an assessment of suitability given the relations can be made.

## 2.11 Training

During employment Kaleidoscope staff members are entitled to protected training time, which can include internal, external, online training as well as any Continuous Professional Development (CPD) events such as conferences/ webinars etc. There is a mandatory requirement to log a minimum of 21 hours CPD per year via Plato.

Any training requests will need to be requested through your line manager for prior approval. Approval will be subject to staff availability and costs (where relevant).

## 2.12 BBV Statement

We do not offer routine BBV vaccinations for posts within Kaleidoscope (with the exception of staff requiring vaccination to comply with auricular acupuncture accreditation). It is however our position that staff should take all necessary precautions when working with needle exchange or illicit drug users to reduce the risk of BBV transmission. Should staff wish to pursue vaccination then they are able to source their own BBV vaccinations from their GP, sexual health clinic or pharmacy, at their own cost.

## **2.13 Neurodiversity Aware**

Kaleidoscope is committed to supporting new and existing staff that may have Autism or other form of Neurodiverse need, in its many forms. We want to ensure that all candidates have equality of opportunity, additional support where needed and are not disadvantaged by our current processes.

In order for us to be able to appropriately support staff, we will need them to disclose this, where they feel comfortable to do so under their personal profile on Plato (ticking the box for "Development Disorder"). We would also encourage staff to disclose this information to their Line Manager, so that we can work with you to enable any adjustments that may be beneficial to you at work.

## **2.14 Induction**

The induction process begins as soon as the applicant accepts the position.

### **Stage 1 Induction**

The process will take place on the employee's first day and must be carried out by the immediate manager, or other competent representative. Stage 1 induction will include the following and completion of an Induction Checklist is required by the Line Manger:

- Introduction and tour of the building
- Introduction to all immediate work colleagues
- Health and Safety guidelines to include fire drills
- Tour of employee facilities
- Introduction of the overall responsibilities of the job

### **Stage 2 Induction**

Stage 2 involves a more detailed approach to training the new employee in the day to day activities associated with the role. Managers are expected to plan and deliver a step by step approach to learning the role and its associated tasks, measuring and assessing competency before probationary period sign off. They will be required to set and review Specific, Measurable, Achievable, Realistic and Time bound (SMART) objectives during the probationary period.

### **Stage 3 Induction**

Within the first six months of your employment with us you will be invited to a Group Organisational Induction which will be lead by the CEO and Central Services Director. Here you will get to hear firsthand how Kaleidoscope started and our vision and values. It will give you the opportunity to meet the Central Services Team and also gain in depth knowledge of our Plato system and key policies and procedures.

This stage is open to new starters to the organisation but also anyone who feels they need a refresher and would benefit from attending. In such cases, please contact the HR team to find the next available session.

## **2.15 Probationary Period Sign Off**

Managers are required to complete and sign the employee's induction and confirm with the HR Departments whether or not the employee has been successful in completing their probationary period.

Managers and new employee are required to undertake a mid probation and end of probation review process in advance of the expiry date of the probation period. There are review forms available and managers will be send calendar reminder of when review periods are due.

Probation review will have three possible outcomes:

- Passed and the employee appointed permanently
- Extended for a minimum period of one month
- Not confirmed and employee is dismissed with one week's notice

Managers should liaise with the HR Manager if the employee is failing to meet minimum requirements as set out in the induction process, before the probationary period expires and review meeting is undertaken.



Chief Executive  
September 2021



Appendix 1

**New Recruit/ Contract Request Form**

<b>Recruiting Line Manager</b>	
<b>Job title of vacant post</b>	
<b>Address of place of work/ Service name</b>	
<b>New post/ Replacement post/ Internship</b>	
<b>Salary or hourly for the post (Minimum must be Living Wage Foundation Rate)</b>	
<b>Estimated start date of the post &amp; End date if Fixed term / temporary</b>	
<b>Closing Date of Advert:</b>	<b>Is advert internal only or external as well?</b>
(If it is to be split, list amount of time at each location)	
<b>Business Case for post:</b> Include details of budget, resource requirements and thoughts on why needed. Add any additional detail- i.e. Maternity Cover, Temporary Contract etc.	
<b>Authorisation for post received-</b> Chief Executive must approve before any advertising or appointments are made.	
<b>Date of Authorisation</b>	

**NEXT STEPS: ONCE APPROVED- REFER TO THE RECRUITMENT PROCESS FLOW CHART.**

**Request for Contract issue once verbal offer made and accepted**

<b><u>First Name</u></b>	
<b><u>Surname</u></b>	
<b><u>Start date if known/ agreed</u></b>	
<b><u>1<sup>st</sup> day details:</u></b> (Location, time, who to meet for induction)	
<b><u>Confirmed hours/ pattern/ salary verbally offered</u></b>	
<b><u>Interview notes attached</u></b> <i>(Please be aware, failure to provide this information will delay any contract/ offer being issued)</i>	<b>YES/ NO</b>
<b><u>Referee details available on application or attached separately</u></b>	<b>ON APPLICATION FORM / ATTACHED SEPERATLEY</b>
<b><u>New employee subject to DBS clearance?</u></b>	<b>YES/ NO</b>
<b><u>Applicant disclosed any convictions</u></b>	<b>YES*/NO</b> <b>*Nature of conviction:</b>
<b><u>Approval of post</u></b> <b><u>(Exec Manager aware and approved appointment)</u></b>	
<b><u>Date of Authorisation</u></b>	

**Please now return all recruitment paperwork (question sheets, shortlisting pro forma etc.) to CENTRAL SERVICES.**

**Paperwork must reach CENTRAL SERVICES within 7 calendar days of the interview date.**