Community HeARTs Recruitment Policy

1. **Introduction**
   1.1. Community HeARTs is dedicated to recruiting individuals who share our commitment to promoting wellness and supporting vulnerable adults. Our recruitment policy ensures that our hiring practices are fair, transparent, and inclusive, with a particular focus on safeguarding vulnerable adults.

2. **Purpose**
   2.1. The purpose of this policy is to outline Community HeARTs recruitment procedures, ensuring that we attract and select the best candidates while adhering to our values of equality, diversity, and safeguarding.

3. **Scope**
   3.1. This policy applies to all recruitment activities for employees, volunteers, and contractors within community HeARTs.

4. **Policy Statement**

   4.1. Community HeARTs is committed to:
   - 4.1.1. **Equal Opportunities**: Ensuring that our recruitment processes are free from discrimination and bias, and that all candidates are treated fairly and respectfully.
   - 4.1.2. **Safeguarding Vulnerable Adults**: Implementing rigorous procedures to protect vulnerable adults from harm and ensuring that all staff and volunteers are suitable for working with this group.
   - 4.1.3. **Transparency and Fairness**: Maintaining transparent recruitment processes that are based on merit and the competencies required for the role.

5. **Recruitment Procedure**

   5.1. Job Analysis and Advertisement
   - 5.1.1. Conduct a thorough job analysis to determine the skills, experience, and qualifications required.
   - 5.1.2. Develop clear and concise job descriptions and personal specifications.
   - 5.1.3. Advertise job vacancies through appropriate channels to reach a diverse pool of candidates.

   5.2. Application Process
   - 5.2.1. Use an application form that ensures all candidates provide relevant information in a consistent format.
   - 5.2.2. Provide clear instructions and deadlines for application submission.
   - 5.2.3. Ensure the application process is accessible to all, providing reasonable accommodations where necessary.

   5.3. Shortlisting
   - 5.3.1. Shortlist candidates based on the criteria outlined in the job description and person specification.
   - 5.3.2. Use a consistent and unbiased approach to evaluate applications.
   - 5.3.3. Document the shortlisting process to ensure transparency and accountability.

   5.4. Interview and Selection
   - 5.4.1. Use a structured interview format with standardised questions relevant to the role.
   - 5.4.2. Include questions that assess the candidate's understanding of and commitment to safeguarding vulnerable adults.

5.4.3. Consider using a panel of interviewers to reduce bias and provide diverse perspectives.
5.4.4. Conduct relevant assessments or practical tests where applicable.

5.5. Pre-Employment Checks

5.5.1. **References**: Obtain at least two references, including one from the most recent employer.
5.5.2. **Identity Verification**: Verify the identity of all candidates using official documents.
5.5.3. **Qualifications**: Confirm the candidate's qualifications and professional registrations.
5.5.4. **Criminal Records Check**: Conduct a Disclosure and Barring Service (DBS) check for roles involving work with vulnerable adults.
5.5.5. **Right to Work**: Ensure all candidates have the legal right to work in the country.

6. Safeguarding Measures

6.1. Ensure all staff and volunteers understand and adhere to Community HeARTs safeguarding policies and procedures.
6.2. Provide safeguarding training as part of the induction process and on an ongoing basis.
6.3. Appoint a Designated Safeguarding Lead (DSL) to oversee the implementation of safeguarding practices.

7. Induction and Probation

7.1. Induction

7.1.1. Provide a comprehensive induction program that includes an overview of Community HeARTs mission, values, policies, and procedures.
7.1.2. Include specific training on safeguarding vulnerable adults and Community HeARTs equal opportunities policy.

7.2. Probation

7.2.1. Implement a probationary period during which the new hire's performance and suitability for the role are assessed.
7.2.2. Provide regular feedback and support to help the new hire succeed in their role.
7.2.3. Conduct a formal review at the end of the probationary period to confirm the appointment.

7.3. Monitoring and Review

7.3.1. Regularly review recruitment practices to ensure they remain effective and aligned with Community HeARTs values and legal requirements.
7.3.2. Collect and analyse data on recruitment outcomes to identify areas for improvement.
7.3.3. Update the recruitment policy as needed to reflect changes in legislation or organisational priorities.

Conclusion

By adhering to this recruitment policy, Community HeARTs aims to attract and select the best candidates while ensuring the safety and well-being of vulnerable adults. Our commitment to equal opportunities and safeguarding is central to our recruitment practices, helping us build a diverse and competent team dedicated to promoting wellness in our community.