

## **Haslemere Musical Society**

### **Safer recruitment, selection and induction policy**

This policy applies to anyone responsible for recruiting, selecting and inducting professionals and volunteers in HMS and all who participate in short listing and interview panels. It is intended to provide advice on best practice to ensure that the recruitment and selection and induction processes are safe, consistent and effective.

HMS is committed to promoting the welfare of children, young people and vulnerable adults and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all of our activities.

We aim to have a membership that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

#### **The purpose of the policy**

1. To outline the procedures which should be followed in order to:
  - Adhere to current legislation and guidance
  - Attract, identify, recruit and select the best people available to join our society
  - Take all reasonable steps to prevent unsuitable people from joining our organisation
  - Recruit, select and manage our professionals in a way that complies with legislation designed to combat inequality and discrimination
  - Do all we can to achieve and maintain a diverse and safe workforce
  - Ensure that our recruitment and selection processes are consistent, safe and transparent
  - Ensure candidates are judged to be competent and suitable before we make them an offer of a job
  - Ensure that new professionals are given a proper induction
  - Create a safe culture in our society.
  
2. To show we recognise that:
  - Our members and professionals are our most important resource
  - Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
  - Some groups face unfair discrimination in the workplace
  - Children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
  - New professionals and members cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision
  - Safe recruitment is just the beginning of our safer working practices which help lead to a safer culture.

3. To ensure we recruit and induct HMS professionals by
  - Planning recruitment appropriately
  - Advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
  - Marketing roles clearly with set criteria and safeguarding responsibilities
  - Providing an application pack with relevant information for anybody who expresses an interest in an advertised job
  - Ensuring that all applications for both paid and volunteer positions are made using a standard application form
  - Safely using external recruitment agencies where applicable
  - Involving more than one person to shortlist applicants for interview and using the same people at interview for consistency
  - Making short listing decisions against set criteria
  - Having at least two people conducting a face-to-face interview with anyone you may want to appoint
  - Incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate
  - Using a self-declaration process for candidates to share information in advance of reference checks
  - Obtaining two references, necessary proof of identification and original copies of any necessary qualifications from candidates
  - providing an appropriate safer induction for all new professionals and volunteers, sharing key information, policies, procedures and arranging necessary training
  - ensuring that all professionals are made aware, during their induction period, of how to keep children and young people safe in our organisation
  - appointing all professionals and volunteers on a trial period initially, with a review against set criteria before they are confirmed in post
  - using the list of processes below to follow a consistent procedure for recruitment, selection and induction.

### **Recruitment, selection and induction process**

1. Our recruitment and selection process will contain the following:
  - a) Assess the role to understand the level of safeguarding responsibility and criminal record check requirements
  - b) Prepare the advert, job/role description, person specification, where to advertise
  - c) Create a timeline of events, arrange interview dates and decide who to involve in short listing and interviewing
  - d) Agree the interview questions, positive and negative criteria for responses and selection tools e.g. tests, role play etc. Remember to include questions relating to safeguarding in the interview.
2. Advertise the vacancy, attaching the application pack.
3. Review all applications against the criteria in the job/role description.

4. Create a shortlist of suitable applicants based on pre-determined criteria, noting any points for follow-up at interview.
5. Invite your chosen candidates to the selection process.
6. Conduct interviews and verify every candidate's identity and qualifications.
7. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
8. Score interviews and any other tests against pre-determined criteria.
9. Make a decision on suitable appointment of candidate(s).
10. Make a conditional offer of employment or a volunteer position, subject to satisfactory references and vetting checks.
11. Complete the take up of references and checks using reference letter and proforma.
12. Are all issues arising from the references, checks and self-disclosed information risk assessed and resolved?  
     Yes – confirm the offer on a trial period.  
     No - withdraw the job offer.
13. Agree start date.
14. Plan the induction and probation period framework to follow, including assigning a buddy, arranging training, sharing policies and procedures, setting expectations and timescales for review. Refer to induction support programme.
15. New HMS professional starts. Follow through the induction programme.
16. Conduct scheduled reviews within the trial period to check progress against set criteria and measures.
17. After the trial period, are we satisfied with their progress?  
     Yes – confirm new HMS professional in post.  
     *Not completely* - consider extending the trial period and agree a further support package if appropriate, with measures for improvement.  
     No - progress has been highly unsatisfactory – end the contract at this point.

**This policy should be read in conjunction with our Safeguarding Policy.**

This policy should be reviewed annually and any recruitment should be reviewed subsequently against this policy.

This policy has been discussed and approved by the Committee of the Haslemere Musical Society and was approved on 9th January 2019