

Recruitment and Selection Policy Group

Policy Reference:	A141
Version Number:	4
Applies to:	<i>All services and central team members includes prospective employees and workers across the Group</i>
Associated documents:	All forms related to each area this policy Onboarding Policy and Process A141.1 Recruitment of Ex-Offenders Policy A141.2 Child Protection and Safeguarding Policy A1 Adult Protection and Safeguarding Policy A2 Data Protection Policy A65
Approved by:	Director of People
Implementation date:	September 2022
Next review due by:	September 2025
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

0. Summary of changes since previous version of policy

- Reference to new Onboarding and Rehabilitation of Ex-Offenders Policies
- Transfer to new policy template and allocation of new reference number

1. Aims

This policy aims to:

The Aurora Group acknowledges the importance of ensuring a fair and consistent, yet robust approach to the recruitment and selection of staff. The purpose of this policy is to set out our approach to recruitment and selection and our commitment to equality and fairness, adopting the principles of 'Safer Recruitment'

Effective recruitment allows for the right people to be appointed which in turn contributes to improved retention and a high quality staff team, enabling the company to achieve their goals.

The Aurora Group recognises the importance of having the right people in the right roles in order to ensure that the quality of service that the company is recognised. We equally recognise and are committed to ensuring that all recruitment is fair, equitable and supports diversity.

2. Legislation and statutory requirements

This policy is based on the following advice/legislation:

Keeping Children Safe in Education, Children's Homes Regulations and Childcare Act, Adult Homes Regulations, Employment Rights Act 1996, Equality Act 2010, General Data Protection Regulation 2018, Rehabilitation of Offenders Act 1974 (Exceptions) 1975 (Amendment) (England and Wales) Order 2013

3. Scope

This policy applies to all recruitment activities for The Aurora Group and any associated group of companies; whether permanent, fixed term or casual.

For simplicity, throughout this policy we will refer to "Aurora" and this means all of our services/provisions and central office and all of our employees and workers as described regardless of how employment with Aurora started.

This policy and any associated processes and procedures are not contractual and confer no legal rights upon the employee or worker. Aurora reserves the right to amend this policy at any time without notice or consultation but will always seek to ensure that everyone is aware of any updated versions as they are implemented.

4. Roles and responsibilities

4.1 Implementation

Implementation of this policy is the responsibility of the Central Recruitment and HR teams and relevant senior management teams supported by local Administrators.

4.2 Support, Advice and Communication

If the reader requires support or advice regarding any element of this policy they should either speak to their manager or contact the Recruitment team for supporting process documents and guidance.

5. Recruitment Process

Aurora strives to ensure that our recruitment results in us having the right people, in the right place at the right time. Our recruitment and selection policy aims to ensure that we attract and appoint applicants with the right skills, knowledge, behaviours, values and experience to meet the needs of all our vacancies. In light of this we ensure that we appoint on the basis of merit and without discrimination.

- 5.1 All recruitment within Aurora is managed through the Central Recruitment team ensuring compliance with recruitment and budget sign off processes and relevant legislation.
- 5.2 All vacancies must be approved before they are advertised or offered
- 5.3 On some occasions vacancies will only be advertised internally enabling career progression and supporting retention
- 5.4 All new positions advertised must have a current and up to date job description
- 5.5 A range of recruitment media will be utilised always ensuring accessibility
- 5.6 Recruitment agencies may be used on occasions and costs must be approved prior to engagement of an agency.
- 5.7 Where a vacancy has been advertised for external applicants, we welcome referrals from existing employees.
- 5.8 All applications will be processed via Aurora's Applicant Tracking System ensuring consistency and fairness
- 5.9 All recruiting managers will have received appropriate training in recruitment and selection
- 5.10 Once an offer has been made and accepted all relevant legislation, compliance and guidance will be adhered to through the onboarding of new colleagues. Specific roles and responsibilities are listed in the Onboarding Policy and Process which is updated from time to time.
- 5.11 Appropriate onboarding will also be undertaken for volunteers, consultants and contractors.
- 5.12 All applicants are required to declare any conflicts of interest before commencing employment
- 5.13 Throughout every stage of the attraction and recruitment processes candidate confidentiality will be maintained and information only shared with relevant senior managers and Central HR team members where decisions on recruitment and/or reasonable adjustments require.

6. Monitoring arrangements

This Policy will be reviewed in full every 3 years and every year in line with updated requirements of Keeping Children Safe in Education or sooner where other legislative or organisational changes demand it.