



Recruitment Policy

1. Purpose

This policy sets out the approach and procedures that **Gamesley Community Group CIC (GCG)** will follow when recruiting and selecting staff.

GCG recognises that its employees are its most valuable asset, and that recruiting and retaining the right people is essential to achieving its mission of supporting the community through inclusive, high-quality services and programmes.

The purpose of this policy is to:

- Ensure that all recruitment is conducted **fairly, transparently, and consistently**, based on merit.
- Promote **equality, diversity, and inclusion** throughout all recruitment activity.
- Ensure that all appointments are made in line with **legal obligations**, including the **Equality Act 2010, Rehabilitation of Offenders Act 1974, Data Protection Act 2018, and UK GDPR**.
- Maintain the integrity and reputation of GCG by ensuring recruitment practices reflect the organisation's values of **respect, integrity, inclusion, and community empowerment**.
- Provide clear guidance for all those involved in recruiting staff to ensure compliance with the law and best practice.

2. Scope

This policy applies to all recruitment of:

- **Employees** (full-time, part-time, fixed-term, or sessional workers).
- **Interns or paid placements** employed directly by GCG.

It does **not** cover the recruitment of **volunteers**, which is governed by the *Volunteer Policy*.

This policy applies to all stages of the recruitment process, from workforce planning through to appointment and induction.

3. Core Principles

All recruitment at GCG will be guided by the following principles:



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ness and Equality – Every applicant will be treated equitably and assessed objectively against pre-defined criteria relevant to the role.

2. **Transparency** – All decisions will be documented, and recruitment processes will be open to appropriate scrutiny.
3. **Diversity and Inclusion** – GCG values the diversity of the community it serves and is committed to recruiting a workforce that reflects that diversity.
4. **Consistency** – All recruitment will follow the same process and standards, ensuring compliance and accountability.
5. **Confidentiality and Data Protection** – Personal data will be handled securely and confidentially in accordance with the UK GDPR.
6. **Safeguarding and Safer Recruitment** – Where roles involve working with children, young people, or vulnerable adults, appropriate checks will be carried out in line with safeguarding regulations and guidance.

4. Roles and Responsibilities

- **Board of Trustees**
 - Oversees this policy and approves the creation of new or permanent posts.
 - Ensures recruitment activity reflects good governance and legal compliance.
- **Line Managers / Project Leads**
 - Identify staffing needs, draft job descriptions and person specifications, and lead recruitment for their area.
 - Ensure selection processes are fair, inclusive, and properly documented.
- **Recruitment or HR Lead** (*insert role title – e.g., Operations Manager or Administrator*)
 - Coordinates all recruitment activity and ensures adherence to this policy.
 - Maintains recruitment records, correspondence, and documentation securely.
 - Provides guidance and support to managers during the recruitment process.

5. The Recruitment Process

5.1 Workforce Planning and Job Design

Before recruitment begins:



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need for the role must be clearly justified and approved by the relevant manager and/or the Board of Trustees.

- A detailed **Job Description** and **Person Specification** will be prepared, clearly outlining:
 - Key duties and responsibilities
 - Required skills, experience, and qualifications
 - Essential and desirable criteria
- All new or amended posts must be reviewed to ensure they align with GCG's strategy, structure, and budget.
(Insert where these documents are stored and who approves them.)

5.2 Advertising Vacancies

- All vacancies will be advertised publicly and internally, as appropriate, to attract a broad and diverse range of candidates.
- Advertisements will:
 - Be written in **plain, inclusive language** and avoid jargon.
 - Include details of the salary or rate of pay, working hours, and employment type.
 - Highlight GCG's **commitment to equality and diversity**.
 - Specify if the role requires a **DBS check** or right-to-work documentation.
- Adverts will be placed through:
 - GCG's website and social media channels
 - Local community networks and job boards
 - Specialist or sector platforms (if relevant)
- Where appropriate, GCG may work with local employability services to support inclusive recruitment.
(Insert who approves and posts job adverts.)

5.3 Applications and Shortlisting

- Candidates will apply using either:



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- GCG's standard **Application Form**, or
- A **CV and Supporting Statement** addressing the person specification.
- The **shortlisting panel** (at least two people) will independently review applications using a **scoring matrix** aligned to the person specification.
- Decisions will be based solely on merit and suitability for the role.
- Equal opportunities monitoring data will be kept separate from the selection process and used only for monitoring purposes.
- Applicants not shortlisted will be informed promptly and courteously.
(Insert data retention timeframe, typically 6–12 months for unsuccessful candidates.)

5.4 Interviews and Selection

- Interviews will be carried out by at least **two trained panel members** to ensure impartiality.
- Interview formats may include structured questions, practical exercises, or presentations, depending on the role.
- All candidates will be asked the same core questions, with additional questions to explore individual experience.
- Notes will be taken and stored confidentially.
- Selection decisions must be agreed collectively and recorded, with reasons for appointment clearly documented.
- Feedback will be available to candidates upon request.
(Insert interview format – in-person, virtual, or hybrid – and any accessibility arrangements offered.)

5.5 Pre-Employment Checks

Before confirming an appointment, GCG will carry out:

- **Right to Work** checks (mandatory for all staff).
- **References** – minimum of two, one from the most recent employer if applicable.
- **DBS checks** for roles involving children, young people, or vulnerable adults.
- Verification of **qualifications** where required.



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Health or capability questionnaires where relevant to the role.

All pre-employment checks must be satisfactory before a final offer is confirmed.
(Insert who manages DBS processing and reference requests.)

5.6 Offer of Employment and Induction

- The successful candidate will receive a **formal written offer** including:
 - Job title and start date
 - Salary and terms of employment
 - Any conditions of the offer (e.g., DBS or reference clearance)
- Once accepted, a **Contract of Employment** and **Job Description** will be issued before the start date.
- All new employees will undertake a structured **Induction Programme** covering:
 - GCG's mission, values, and policies
 - Health and safety, safeguarding, and confidentiality
 - Role-specific training and objectives
- All employees will complete a **probationary period** (typically 3–6 months) during which performance, conduct, and fit will be reviewed.
(Insert probation length and who conducts the review.)

6. Equality, Diversity, and Inclusion

GCG is committed to being an inclusive employer and will:

- Encourage applications from under-represented groups.
- Make reasonable adjustments to the recruitment and selection process for candidates with disabilities.
- Provide clear information in accessible formats when requested.
- Ensure that all recruitment decisions are made objectively and without bias.
- Monitor recruitment data to identify and address barriers to equality.



each aligns with its **Equality, Diversity, and Inclusion Policy** and the **Equality Act 2010**.

7. Confidentiality and Data Protection

- All information provided by applicants will be treated as confidential and used only for recruitment purposes.
- Candidate data will be stored securely and accessible only to authorised staff.
- Records for unsuccessful applicants will be retained for a maximum of **six months** (unless extended with consent) and then securely deleted.
- GCG complies fully with the **UK GDPR and Data Protection Act 2018**.

8. Conflicts of Interest

- Any staff member, trustee, or panel member involved in recruitment who has a personal, financial, or familial relationship with a candidate must **declare it immediately** and withdraw from the process.
- Declarations must be made to the **Chair of Trustees** or the **HR/Recruitment Lead**.

9. Safer Recruitment

Where GCG recruits for roles involving work with **children, young people, or vulnerable adults**:

- Adverts and job descriptions will clearly state that **safeguarding checks** are required.
- Selection panels will include at least one member trained in **Safer Recruitment**.
- All necessary DBS and reference checks will be completed before start dates.
- Any concerns identified during the process will be referred to the **Safeguarding Lead** or **Designated Safeguarding Officer**.
(*Insert name or role title of the Safeguarding Lead.*)

10. Induction and Probation

- Every new employee will receive a comprehensive induction designed to familiarise them with the organisation, its people, and its culture.



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probationary period allows both GCG and the employee to confirm that the appointment is mutually suitable.

- A review meeting will take place midway through and at the end of the probationary period to confirm continuation, extension, or termination.

11. Review and Policy Governance

This policy will be reviewed every **two years**, or sooner if there are significant changes in legislation, organisational structure, or best practice guidance.

The **HR Lead** (or equivalent role) is responsible for maintaining the policy, and the **Board of Trustees** must approve all revisions.

12. Related Policies and Procedures

- Equality, Diversity and Inclusion Policy
- Safeguarding Policy
- Data Protection Policy
- Induction Policy
- Disciplinary and Grievance Procedures
- Health and Safety Policy