

Recruitment Policy

# Introduction

Mighty Oak Training (Trading Name) is a training organisation that provides learning and development to Local Authority staff and other organisations in a variety of subjects. We have a responsibility to ensure that recruitment of its personnel is done in a legal and fair manner. Mighty Oakis is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. As part of this commitment, we have developed a Safer Recruitment Policy to ensure that all staff and volunteers are recruited using fair, consistent, and rigorous procedures that help to deter, reject, or identify people who may pose a risk to others.

Mighty Oak will always seek to recruit the best person for the job.

# Recruitment process

Any post will be advertised through appropriate methods and documentation for recruitment will include:

* Job description
* Person specification
* Application form (CVs will not be accepted in place of an application form)

Where possible shortlisting will be done by two members of Mighty Oak who will consider responses by application against the person specification and considering any relevant experience.

Interviews will be conducted in a structured format. Pre-prepared questions will be objective and relevant to the role. Follow up questions are permitted. Selection will be made using a scoring method against the person specification and interview responses.

# Appointment and Safe Recruitment

Appointments will be made subject to:

* Satisfactory references. A minimum of 2 references will be obtained, one of which must be from the current or most recent employer
* Evidence of right to work in the UK
* Satisfactory DBS check
* Proof of relevant qualifications

# Specialist roles

Mighty Oak will only recruit training associates with a minimum of 3 years sector expertise who hold a relevant learning and development qualification (or who are willing to work towards one). We require evidence of session planning and learning activities prepared by any potential training associate before recruiting.

Employees are expected to have an assessment/training qualification or be prepared to study for one on selection.

# Induction and Probation

All new staff will undergo a safeguarding induction and safeguarding policies and codes of conduct will be shared.

Probationary periods will include regular supervision and review of safeguarding awareness.

# GDPR / confidentiality

Records relating to recruitment will be held confidentially and destroyed in accordance with GDPR principles.

# Version information

V3 policy updated April 2025 (policy will be updated annually)

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Julie Maycock (Company Owner)

18th April 2025