

# **RECRUITMENT POLICY**

**WIZEUP FINANCIAL EDUCATION**

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## 1. Recruitment Policy

### 1.1 Introduction

Everyone at WizeUp Financial Education recognise that we play a part in the safety and well-being of children and young people within the education system and the safeguarding community. The organisation has a moral and legal obligation to ensure that when recruiting we look to use good practice as well inclusivity and equality.

Wizeup Financial Education is overseen by its board of trustees. The board of trustees will have the overall say regarding the recruitment process, however, the execution of this process will be supervised by Ed Flack.

Our policy will be published online and accessible to read.

The aim of the policy is to promote good practice, whilst running in line with our Safeguarding Policy, Staff & Associates Handbook and Data Protection Policy.

- **This policy applies to all internal and external candidates, inclusive of associates, and will cover all activities that form the recruitment process.**
- **All appointments must follow the safeguarding arrangements that are placed within The Safeguarding Policy, this relates to DBS checks, as well as new recruits reading our Safeguarding Policy, Staff & Associates Handbook and signing the affirmation statement.**

Primary person who is responsible for implementation and maintenance of this policy.	Ed Flack
Review Date	July 2022
Adopted	August 2022
Next review	July 2023

## 2. Policy Statement

WizeUp Financial Education is committed to ensuring that there is no discrimination on the grounds of age, disability, gender assignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in terms and conditions offered to new employees, or promoted employees.

In order for the policy and procedure to be effective, it is essential that any staff involved in any aspect of the recruitment and/or selection staff is aware of this document and follows it. It is down to the responsibility of Ed Flack to ensure that this is followed. WizeUp Financial Education will only recruit those who are the best people to build on the success of WizeUp.

## 3. Recruitment Process

Below are the different stages of recruitment followed at WizeUp Financial Education

- **Stage One - Recruitment Approval:** Before any position is recruited for, Ed Flack will write to the board of trustees in order to gain approval for the recruitment process to begin. Reasons for the recruitment process to begin may be; to replace an existing role, create a new role, a change of role or long term cover for a role.
- **Stage Two - Job Description:** Once approval is given, a job description is created. This will include; necessary qualifications, experience, knowledge and skills requirement for the post. All positions will require the applicant to understand that they have a responsibility toward safeguarding children and will have a link to the Safeguarding Policy.
- **Stage Three - Advertising:** All vacant positions will be advertised on the WizeUp Financial Education website as well as appropriate channels. All advertising must include a closing date. All employees will be notified of positions that arise during their employment. All advertisements for jobs will include the following statement:

***'WizeUp Financial Education is committed to safeguarding and promoting the welfare of children and expects all staff and associates to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.'***

- **Stage Four - Applications and Shortlisting:** All applicants must submit a CV, along with an optional application letter. CV's and application letters must be scrutinised by at least two people, checking to make sure the candidate matches the different skills listed within the job description, those that meet the job description will be added onto the shortlist. All applicants must give accurate information regarding themselves. Shortlisted applicants will then be invited to interview, where skills and experience will be discussed. Applicants will notified via phone or email, regardless of the outcome as to whether they have been successful or not.
- **Stage Five - Assessments & Interview:** Candidates with a disability who are invited to interview should inform WizeUp Financial Education of any necessary reasonable adjustments or arrangements to assist them in attending the interview. All interviews will be conducted by a panel of at least two people and will be lead by Ed Flack. Should Ed Flack not be available, this may be led by another member of staff from within WizeUp Financial Education. The Chair of Trustees should conduct the panel for Ed Flack's role within WizeUp Financial Education. Those interviewing should state before the interview any prior knowledge or relationship with the candidate. It is down to the Chair of the Trustees to decide whether an interviewer on the panel should withdraw. Should the Chair of the Trustees have a conflict of interest it is down to the other trustees to decide whether the Chair should withdraw or not.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

Candidates may be required to complete assessments, case studies, presentations and/or other job-related exercises as appropriate for the job.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

- **Stage Six - Appointing New Employees or Associates:** Any successful candidate will be offered the position subject to at least two satisfactory references, verification of identity and qualifications and satisfactory DBS check. This offer will be made in writing and must be accepted in writing.

#### **4. References**

WizeUp Financial Education will seek the references that have been offered by the candidate and may seek references from previous employers should we choose to do so. One referee should be from a current or recent employer and received from a senior person from that place of work.

WizeUp will ask previous employers if the candidate is suitable to work with children. If a candidate would not like WizeUp to approach their referees before the interview, that must let WizeUp know.

#### **5. Expenses**

WizeUp Financial Education will reimburse and/or cover the candidates costs for the DBS application.

#### **6. Data Protection & Confidentiality**

Records relating to recruitment will be held and destroyed in accordance with the DBS Code of Practice and its obligations under the Data Protection Act. For further information, please refer to the Data Protection Policy.

#### **7. Recruitment of Ex-Offenders**

WizeUp Financial Education will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. WizeUp makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar the candidate from employment with WizeUp. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

## 6

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal/release if they have been appointed, and a possible referral to the police and/or DBS.

It is unlawful for WizeUp Financial Education to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within WizeUp Financial Education. WizeUp will report the matter to the Police and/or the DBS if:

- We receive an application from a disqualified person;
- We are provided with false information in, or in support of an applicant's application; or WizeUp has serious concerns about an applicant's suitability to work with children.

If the post involves regular contact with children, it is WizeUp Financial Education's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is WizeUp Financial Education's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is WizeUp Financial Education's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

## 8. Complaints

All queries on WizeUp's recruitment process must be directed to Ed Flack, as appropriate.

