



# Recruitment, Selection and Onboarding Policy

*Part of the BYO Governance and Compliance Policy Suite*

---

Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

# CONTENTS

1. Purpose .....	1
2. Scope .....	1
3. Policy Statement .....	2
4. Safer Recruitment Principles .....	2
5. Core Safer Recruitment Measures .....	3
6. Key Contacts and Responsibilities .....	4
7. Criminal History and Ex-Offenders .....	5
8. DBS and Vetting Procedures .....	6
9. Identification of Recruitment Need .....	6
10. Job Description and Person Specification .....	7
11. Advertising the Vacancy .....	8
12. Applications and Shortlisting .....	9
13. Interviews and Selection .....	10
14. Pre-Employment Checks .....	11
15. Appointing New Employees .....	12
16. Volunteer Recruitment .....	13
17. Training and Development .....	14
18. Record Keeping and Monitoring .....	15
19. Complaints and Concerns .....	16
20. Data Protection and Confidentiality .....	17
21. Equality and Discrimination .....	18
22. Related Policies .....	19
23. Queries and Support .....	19

Document Details	Information
Policy Title	Recruitment, Selection and Onboarding Policy
Version	2.0
Effective Date	27 June 2025
Review Date	27 June 2026
Owner	Britannia Youth Organisation CIC
Approved By	Hassan Kingsley, Governor
Cross-References	Safeguarding Policy Framework, Child Protection Procedures, Vetting and DBS Policy, Recruitment of Ex-Offenders Policy, Code of Conduct Policy, Equality, Diversity and Inclusion Policy, Whistle-blowing Policy, Data Protection Policy

## 1. Purpose

The purpose of this recruitment and selection policy is to ensure:

- A professional and consistent approach to recruitment and selection with **safeguarding at its core**
- **Safe recruitment practices that protect young people, colleagues, and all stakeholders**
- Adherence to The Britannia Youth Organisation's **Equality, Diversity and Inclusion Policy** and relevant employment legislation
- That members of staff and volunteers are recruited based on their ability **and suitability to work with young people**
- That The Britannia Youth Organisation can attract and recruit high calibre staff **who share our commitment to safeguarding**
- **Compliance with statutory guidance on safer recruitment practices**

**Safeguarding Integration:** This policy is fundamental to our **Safeguarding Policy Framework** and ensures all recruitment activities prioritise the protection of children and young people.

## 2. Scope

This policy applies to all internal and external applicants for The Britannia Youth Organisation jobs and volunteer positions. **All recruitment activities must incorporate safer recruitment principles regardless of role level or type.**

**Covered roles include:**

- All paid staff positions
- Volunteer roles
- Student placements and work experience
- Contractor and consultant appointments
- Board members and directors
- Any role involving contact with young people or vulnerable adults

### 3. Policy Statement

We want to constantly improve our performance as an organisation while **maintaining the highest standards of safeguarding**. To make this a reality we need to recruit from the widest possible pool of talent **whilst ensuring all recruits are safe and suitable to work with young people**.

The Britannia Youth Organisation is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. We have a legal and moral duty to ensure our recruitment processes help deter, reject, or identify people who might pose a risk to children and young people.

The Britannia Youth Organisation aims to attract and recruit people with diverse backgrounds, skills and abilities who will enhance the quality of service we provide, contribute to The Britannia Youth Organisation's success, **and uphold our safeguarding standards**.

**Legal Framework:** Our safer recruitment practices comply with Working Together to Safeguard Children 2023, Keeping Children Safe in Education, and other statutory guidance.

### 4. Safer Recruitment Principles

#### Core Objectives

In order to achieve these objectives The Britannia Youth Organisation will:

- Ensure that job responsibilities include clear safeguarding responsibilities and accountability
- Consider flexible working arrangements whilst maintaining appropriate supervision and safeguarding oversight
- Reach traditionally under-represented groups whilst prioritising safeguarding requirements as outlined in our Equality, Diversity and Inclusion Policy
- Advertise posts externally and internally unless exceptional circumstances exist
- Regularly update recruitment procedures in line with safeguarding legislation and best practice
- Ensure recruitment administration is carried out to the highest standard with safeguarding embedded throughout

## Core Safer Recruitment Measures

All recruitment processes must include:

### 1. Pre-Application Stage

- **Job descriptions and person specifications** must include specific safeguarding responsibilities
- **Advertisements** must include clear statements about our commitment to safeguarding
- **Application packs** must include safeguarding information and expectations
- **Role profiles** must specify DBS and vetting requirements

### 2. Application and Shortlisting

- **Application forms** must include specific questions about safeguarding attitudes and experiences
- **Self-declaration** of criminal history (detailed in our **Recruitment of Ex-Offenders Policy**)
- **Rigorous scrutiny** of applications for gaps in employment history or concerning patterns
- **Assessment** against safeguarding competencies as well as technical skills
- **Reference** to our **Code of Conduct Policy** expectations

### 3. Interview Process

- **At least one member** of every interview panel must be trained in safer recruitment
- **Safeguarding scenarios** and values-based questions must be included in all interviews
- **Exploration** of motivation for working with young people
- **Assessment** of understanding of appropriate boundaries and relationships
- **Follow-up** on any declared criminal history or concerns

### 4. Pre-Employment Checks

- **Enhanced DBS checks** for all roles (see **Vetting and DBS Policy**)
- **Right to work** verification
- **Health clearance** where appropriate
- **At least two satisfactory references** with specific safeguarding questions
- **Verification** of qualifications and professional registrations
- **Prohibition checks** where applicable
- **Overseas criminal record checks** where applicable

### 5. Induction and Probation

- **Comprehensive safeguarding induction** within first week
- **Clear probationary arrangements** with regular review including safeguarding competence
- **Ongoing supervision** and support with safeguarding focus
- **Training** on relevant policies including **Child Protection Procedures**

## Key Contacts and Responsibilities

### Designated Safeguarding Lead (DSL)

#### Joshua William Hall

- Mobile: 07925 328 728
- Email: joshuahall@britanniayo.com

#### Responsibilities:

- Oversight of all safer recruitment decisions
- Final approval of appointments with safeguarding considerations
- Investigation of safeguarding concerns during recruitment
- Liaison with external agencies where required

### Deputy DSL

#### Hassan Alexander Kingsley

- Mobile: 07597 874 222
- Email: hassankingsley@britanniayo.com

### Recruitment Decision-Making

#### The Board of Directors must:

- Ensure safer recruitment principles are embedded in all recruitment decisions
- **Approve all appointments following confirmation that safer recruitment procedures have been completed**
- **Receive reports on recruitment patterns and safeguarding compliance**
- **Ensure adequate resources for safe recruitment practices**

#### The HR Lead/Manager responsibilities:

- **Ensure all recruitment activities comply with safer recruitment principles**
- **Ensure all advertisements include appropriate safeguarding statements**
- **Scrutinise applications rigorously** including criminal history declarations and employment gaps
- **Ensure at least one panel member is safer recruitment trained**
- **Review candidate information and shortlist** against safeguarding criteria
- **Prepare safeguarding-focused interview questions** with the DSL
- **Coordinate all pre-employment checks** before any offer is confirmed
- **Maintain records** of all safer recruitment activities for audit purposes

**Professional Standards:** All recruitment staff must understand and apply the principles outlined in our Code of Conduct Policy.

## Criminal History and Ex-Offenders

The Britannia Youth Organisation follows a **balanced approach** that considers rehabilitation whilst prioritising the safety of young people. Detailed procedures are outlined in our **Recruitment of Ex-Offenders Policy**.

### Key Principles

- **All applicants** must complete a self-declaration of criminal history
- **Criminal history** will be assessed in relation to specific role and safeguarding requirements
- **Decisions** based on comprehensive risk assessment rather than automatic exclusion
- **All decisions** documented and justifiable with clear safeguarding rationale
- **Support offered** to suitable candidates with criminal history
- **Ongoing monitoring** and review of appointed individuals

### Risk Assessment Framework

#### Higher risk factors:

- Offences against children or vulnerable adults
- Sexual offences of any nature
- Violence including domestic abuse
- Drug supply/dealing offences
- Offences involving abuse of trust

#### Assessment includes:

- Nature and relevance of conviction(s)
- Time elapsed and pattern of offending
- Evidence of rehabilitation and changed lifestyle
- Risk mitigation and supervision requirements

**Policy Integration:** Criminal history assessment follows procedures detailed in our **Recruitment of Ex-Offenders Policy** and involves consultation with our DSL.

## DBS and Vetting Procedures

All staff and volunteers working with young people require **Enhanced DBS checks**. Detailed procedures are outlined in our **Vetting and DBS Policy**.

### Key Requirements

- **Enhanced DBS checks** for all roles involving contact with young people
- **Barred List checks** where applicable
- **Regular re-checking** as per our policy schedule (minimum every 3 years)
- **Risk assessment procedures** for existing staff with new disclosures
- **Secure storage and handling** of DBS information as per **Data Protection Policy**

### Additional Checks

- Prohibition checks for those working in educational settings
- Overseas criminal record checks for those who have lived abroad
- Professional registration verification where applicable
- Social media and online presence checks where appropriate

## Identification of Recruitment Need

When a post becomes vacant or a new position is proposed:

1. **HR Lead must be informed** immediately
2. **Approval process** must include consideration of safeguarding requirements
3. **Assessment** of whether the role requires enhanced vetting procedures
4. **Approval sought** from the DSL and Board as appropriate
5. **Business case** must include safeguarding implications

### All new roles must:

- Include clear safeguarding responsibilities
- Specify appropriate supervision arrangements
- Consider impact on overall safeguarding capacity
- Align with organisational safeguarding objectives



## Job Description and Person Specification

### Essential Elements

All job descriptions must include:

- **Clear safeguarding responsibilities** and expectations specific to the role
- **Requirements for DBS clearance** and other pre-employment checks
- **Essential safeguarding competencies** and experience requirements
- **Reference to** our safeguarding policies and procedures
- **Line management** and supervision arrangements
- **Training requirements** including mandatory safeguarding training

### Person Specification Requirements

Must include specific safeguarding-related criteria:

Essential:

- **Commitment to safeguarding** and child protection
- **Ability to recognise signs** of abuse or concern
- **Understanding** of appropriate boundaries and relationships
- **Willingness to undertake** safeguarding training and development

Desirable:

- **Previous experience** of safeguarding training or practice
- **Knowledge** of relevant legislation and guidance
- **Experience** working with young people or vulnerable adults
- **Understanding** of trauma-informed approaches

## Advertising the Vacancy

### Required Elements

All advertisements must include:

- **Clear statement** of our commitment to safeguarding
- **Information** about pre-employment checking requirements
- **Statement** that the role involves working with young people
- Reference to our **Equality, Diversity and Inclusion Policy**
- **Contact details** for informal discussions about safeguarding aspects

### Advertising Channels

Internal advertising:

- All permanent vacancies advertised internally
- Exceptional circumstances require DSL approval

External methods:

- Recruitment agencies with safeguarding expertise
- Online platforms (Indeed, LinkedIn, sector-specific sites)
- Local and national press where appropriate
- Specialist safeguarding and youth work networks

All advertisements must:

- Be non-discriminatory whilst highlighting safeguarding requirements
- Include diversity statement from our **Equality, Diversity and Inclusion Policy**
- Attract candidates committed to our safeguarding values

## Applications and Shortlisting

### Application Requirements

Application forms must include

:

- **Self-declaration** of criminal history section
- **Questions** about safeguarding experience and commitment
- **Declaration** of fitness to work with young people
- **Consent** for pre-employment checking and reference contact
- **Understanding** of **Code of Conduct Policy** requirements

### Application Assessment

All applications will be:

- **Treated confidentially** and assessed consistently against criteria including safeguarding requirements
- **Scrutinised** for employment gaps, frequent job changes, or concerning patterns
- **Assessed** for declared criminal history with appropriate risk assessment initiated
- **Evaluated** against safeguarding competencies and values

Shortlisting criteria:

- Technical skills and experience
- **Safeguarding knowledge and commitment**
- **Values alignment** with organisational principles
- **Understanding** of role requirements and responsibilities

Documentation:

- Reasons for shortlisting/rejection must be recorded
- **Safeguarding concerns** must be documented and reported to DSL
- **Shortlisting** must be completed within 7 days of deadline

## Interviews and Selection

### Panel Requirements

Interview panels must:

- **Include at least one member** trained in safer recruitment practices
- **Have DSL involvement** for roles with significant safeguarding responsibilities
- **Use structured questions** including safeguarding scenarios
- **Assess values, attitudes**, and commitment to safeguarding
- **Explore gaps** in employment or other concerns appropriately

### Interview Content

Must include:

- **Safeguarding scenarios** relevant to the role
- **Values-based questions** about protecting young people
- **Exploration** of motivation for working with children/young people
- **Discussion** of appropriate boundaries and professional relationships
- **Assessment** of understanding of **Code of Conduct Policy**

Practical assessments may include:

- **Safeguarding scenarios** and response planning
- **Role-play** situations involving young people
- **Case study** analysis with safeguarding implications

### Decision Making

Selection decisions based on:

- Technical competence and experience
- **Safeguarding knowledge and attitudes**
- **Values alignment** and cultural fit
- **Professional conduct** and integrity
- **Potential for development** and growth

All decisions must:

- Be documented with clear reasoning including safeguarding assessment
- Include input from safer recruitment trained panel member
- Consider any declared criminal history appropriately
- Involve DSL where safeguarding concerns exist

## Pre-Employment Checks

### Mandatory Checks

**No appointment confirmed until all checks satisfactorily completed:**

1. **Enhanced DBS check** (and Barred List check where applicable)
2. **At least two satisfactory references** with specific safeguarding questions
3. **Verification of identity** and Right to Work
4. **Verification of qualifications** and professional registrations
5. **Health clearance** where appropriate for role requirements
6. **Prohibition checks** where applicable
7. **Overseas criminal record checks** where applicable

### Reference Requirements

**References must:**

- Be from current/most recent employer where possible
- Include specific questions about safeguarding suitability
- Verify employment history and performance
- Confirm no safeguarding concerns or disciplinary issues
- Be verified by direct contact with referee

**Reference questions include:**

- Suitability to work with young people
- Any safeguarding concerns or allegations
- Professional conduct and integrity
- Reliability and trustworthiness
- Reasons for leaving employment

### Health Assessments

**Where required, health assessments must:**

- Confirm fitness to carry out role requirements
- Identify any reasonable adjustments needed
- Consider impact on safeguarding responsibilities
- Ensure compliance with **Equality, Diversity and Inclusion Policy**

## Appointing New Employees

### Conditional Offers

The DSL or HR Lead will make conditional offers:

- **Verbally first** with written confirmation to follow
- **Clearly stating** that offer is subject to satisfactory completion of all pre-employment checks
- **Including DBS clearance** and satisfactory references
- **Explaining** that employment cannot commence until all checks complete

### Confirmation Process

Written confirmation only provided when:

- All pre-employment checks satisfactorily completed
- DBS clearance received and assessed
- References confirmed as satisfactory
- Any safeguarding concerns resolved
- **DSL approval** obtained for appointment

Employment cannot commence under any circumstances until all required checks are complete and satisfactory.

### Unsuccessful Candidates

All unsuccessful candidates:

- Informed verbally and in writing
- Offered constructive feedback
- **May be provided** with information about safeguarding standards if relevant
- **Can appeal** through our **Complaints Policy** procedures

## Volunteer Recruitment

Volunteers are subject to the same safer recruitment standards as paid staff.

### Volunteer Process

Must include:

- **Application form** with safeguarding elements
- **Interview** with safeguarding questions and scenarios
- **Pre-appointment checks** appropriate to the role and level of contact
- **Safeguarding induction** and training within first week
- **Clear volunteer agreement** including safeguarding expectations

### Detailed Volunteer Onboarding

1. **Applications reviewed** against safeguarding criteria and role requirements
2. **Interview arranged** with at least two staff including safeguarding questions
3. **Outcome communicated** within 7 days with safeguarding concerns documented
4. **Pre-appointment checks** completed before volunteering begins
5. **Safeguarding induction** completed within first week
6. **Supervised period** with written observations including safeguarding competence
7. **Final decision** based on overall performance including safeguarding standards

**Volunteer Framework:** Detailed volunteer procedures are outlined in our **Volunteering and Placements Policy**.

## Training and Development

### Safer Recruitment Training

All staff involved in recruitment must receive:

- **Safer recruitment training** for at least one member of each interview panel
- **Regular updates** on safeguarding legislation and best practice
- **Training** on recognising signs of potential safeguarding concerns
- **Understanding** of relevant legislation, guidance, and organisational policies

### Ongoing Development

Continuous professional development includes:

- **Annual refresher** training on safer recruitment
- **Updates** on legislation and best practice
- **Case study** learning and reflection
- **Multi-agency** training opportunities

### Training Records

Maintained records include:

- **Training completion** certificates and dates
- **Refresher training** schedules and compliance
- **Competency assessments** and development needs
- **External training** participation and learning



## Record Keeping and Monitoring

### Single Central Record

The HR Lead maintains:

- **Single Central Record** of all pre-employment checks for all staff and volunteers
- **Training records** for recruitment panel members
- **Criminal history** declarations and risk assessments
- **Reference** responses and verification records

### Documentation Requirements

Records include:

- **All recruitment decisions** with safeguarding rationale
- **Interview notes** and assessment scores
- **Risk assessments** for candidates with criminal history
- **Appeal records** and outcomes

### Monitoring and Review

Annual review includes:

- **Statistical analysis** of recruitment patterns and outcomes
- **Effectiveness** of safer recruitment measures
- **Training needs** assessment and planning
- **Policy updates** based on learning and best practice

## Complaints and Concerns

### Reporting Mechanisms

Safeguarding concerns about recruitment should be reported:

- **Immediately** to the DSL: Joshua William Hall (07925 328 728)
- **Through** our **Whistleblowing Policy** for protected disclosure
- **Using Complaints Policy** for formal complaints
- **To external agencies** where statutory requirements apply

### Appeal Rights

Unsuccessful candidates can:

- **Request feedback** on decision and safeguarding assessment
- **Appeal** through **Complaints Policy** procedures
- **Seek independent advice** from relevant organisations
- **Contact regulatory bodies** where appropriate

Concerns about appointed individuals:

- **Reported immediately** through **Child Protection Procedures**
- **May result** in immediate risk assessment and suspension
- **Investigated** following **Managing Allegations about Staff and Volunteers** procedures

**Alternative Reporting:** If unable to report through normal channels, see our **Whistleblowing Policy** for alternative options.

## Data Protection and Confidentiality

### Information Handling

All candidate information:

- **Handled confidentially** according to **Data Protection Policy**
- **Stored securely** with restricted access
- **Shared** only on need-to-know basis for recruitment and safeguarding
- **Retained** according to statutory requirements and retention schedules

### DBS Information

Special requirements:

- **Handled** according to **Vetting and DBS Policy**
- **Stored securely** separate from other recruitment records
- **Destroyed** when no longer needed
- **Access restricted** to authorised personnel only

### Consent and Rights

Candidates informed of:

- **Data collection** and processing purposes
- **Retention periods** and destruction schedules
- **Rights** regarding personal data
- **Information sharing** for safeguarding purposes

## Equality and Discrimination

### Anti-Discrimination Principles

We must not discriminate on protected characteristics:

- Age, gender, gender reassignment, pregnancy
- Marital status, race, nationality, disability
- Sexual orientation, religion, belief
- Previous convictions (except where justified for safeguarding)

### Justified Safeguarding Requirements

For roles working with young people:

- **Certain criminal convictions** may justify exclusion where proportionate
- **Enhanced vetting** requirements are necessary and justified
- **Safeguarding competencies** are legitimate occupational requirements
- **Ongoing monitoring** is proportionate to risk

**Balance:** Our approach balances **Equality, Diversity and Inclusion Policy** commitments with legitimate safeguarding requirements as detailed in our **Recruitment of Ex-Offenders Policy**.

## Related Policies

This policy should be read alongside:

- Safeguarding Policy Framework
- Child Protection Procedures
- Adult Safeguarding Procedures
- Vetting and DBS Policy
- Recruitment of Ex-Offenders Policy
- Code of Conduct Policy
- Volunteering and Placements Policy
- Equality, Diversity and Inclusion Policy
- Whistleblowing Policy
- Complaints Policy
- Data Protection Policy
- Managing Allegations about Staff and Volunteers

## Queries and Support

### Internal Contacts

**Designated Safeguarding Lead:** Joshua William Hall (07925 328 728) **Deputy DSL:** Hassan Alexander Kingsley (07597 874 222) **Main Office:** 0121 448 7378

### External Support

**DBS Helpline:** 03000 200 190 **ACAS Employment Relations:** 0300 123 1100 **Unlock (Ex-offenders support):** 0203 598 4841

**Document Control:**

- This policy ensures safer recruitment practices are embedded throughout all recruitment activities
- Regular training and monitoring ensure continued effectiveness and compliance
- Annual review incorporates learning from practice and changes in legislation

**Reviewed by:**A handwritten signature in black ink, appearing to read 'H. Kingsley'.**Hassan Kingsley***Date: 18/06/2025**Next Review Date: 17/06/2026*

*This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.*

*Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU*