



## **Recruitment Policy**

The biggest asset of our organisation is our people, including paid staff and volunteers. PMACTIVE is committed to developing policies, systems and behaviours that support a culture of high standards and expectations, where people are valued and respected. Whilst we expect high standards and for people to work hard, we also aim to provide an enjoyable culture where being highly motivated also means having fun. PMACTIVE is committed to fair, clearly stated, and supportive relationships between the organisation and its staff and volunteers.

### **REASONS WE RECRUIT INCLUDE:**

1. Increase the organisation's capacity for activities.
2. Help add contingency capacity to cope with peaks and troughs in the workload.
3. Help communicate our organisation's messages into the community.
4. Give our organisation access to new skills.
5. Keep our organisation in touch with grassroots feelings and perceptions.

### **RECRUITMENT PRINCIPLES**

This policy is underpinned by the following principles:

1. PMACTIVE does not aim to introduce volunteers to replace paid staff. Both are recognised as equal partners in achieving the aims of our organisation.
2. The selection process for staff and volunteers avoids unfair discrimination and is welcoming to all.
3. The selection procedure for staff and volunteers follows best practice guidelines by ensuring everyone is subject to a systematic and robust recruitment process.
4. Staff and volunteers are properly integrated into the organisational structure and mechanisms are in place for them to contribute to the organisation's work.

### **OUR RECRUITMENT PROCESS**

Staff and volunteers will be recruited using an equal opportunities approach. Opportunities will be promoted using a variety of methods to reach the broadest possible range of applicants.

#### **Application & Selection:**

- Applicants will submit a CV and covering letter outlining their experience and motivation.
- Applications will be shortlisted by the PMACTIVE management team.
- Interviews will be conducted by a minimum of two members of the management team.

## Pre-Employment Checks

PMAActive is committed to safer recruitment and will ensure that the following checks are completed for all successful applicants (employees and, where appropriate, volunteers):

Disclosure and Barring Service (DBS) Check	<p>The appropriate level of DBS check will be obtained based on the role.</p> <p>Roles involving regulated activity will require an enhanced DBS check with barred list check, in line with Department for Education guidance.</p>
Identity Verification	<p>An identity check will be carried out using a minimum of three forms of identification, in line with DBS identity checking guidelines.</p>
Right to Work in the UK	<p>Evidence of the applicant's legal right to work in the UK will be verified before employment commences.</p>
Qualifications Verification	<p>Proof of relevant qualifications required for the role will be obtained and verified.</p>
Overseas Checks (where applicable)	<p>For individuals who have lived or worked abroad, appropriate overseas criminal record checks will be carried out.</p> <p>For teaching roles, this will include checks for prohibitions and sanctions.</p>
Online Checks	<p>An online search may be conducted as part of due diligence to identify any publicly available information relevant to the applicant's suitability for the role.</p>
Fitness to Work	<p>Confirmation of medical fitness to carry out the role may be required, where appropriate.</p>
Prohibition from Teaching Check (where applicable)	<p>A check will be carried out to ensure the individual is not prohibited from teaching.</p>
References	<p>A minimum of two references will be obtained and verified prior to employment.</p> <p>References must be from appropriate sources and, where possible, include the most recent employer.</p>

	<p>This requirement will not be waived except in exceptional circumstances with appropriate justification and documentation.</p> <p>No applicant will be permitted to commence work until all relevant checks have been satisfactorily completed.</p>
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**Reasonable Adjustments**

At all stages of the recruitment process, applicants will be made aware of their right to request reasonable adjustments to support their participation.

**EQUALITY & DIVERSITY**

Our organisation is firmly committed to diversity in all areas of our work. We believe that we have much to learn and gain from diverse cultures and perspectives, and that diversity strengthens our effectiveness in meeting stakeholder needs.

We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where individuals from diverse backgrounds can participate fully.

Please see the PMAActive Equal Opportunities Policy for further information.

**FEEDBACK**

We are committed, wherever possible, to providing constructive feedback to applicants:

- Written feedback will be provided to those who submit a CV.
- Verbal feedback will be offered to those who attend an interview.

**CONFIDENTIALITY**

We respect the confidentiality of all applicants. Recruitment information will only be accessible to those with a legitimate business need.

Recruitment records will be retained for 6 months following notification of the outcome, after which they will be securely destroyed. During this period, unsuccessful applicants may be considered for future suitable vacancies