

## **Ocean Youth Connexions (OYC) Club Recruitment and selection Policy**

Ocean Youth Connexions (OYC) is an Equal Opportunity Employer; the management will ensure that fairness is in place towards employing the right person for the vacant job. The organisations recruitment and selection procedures are carried out in line with the Equal Opportunities Policy and with the aim of adopting good and consistent employment practices.

Whenever practicable, job vacancy will be offered internally and all applicants who meet the minimum job specification will be given the opportunity for an interview.

The following legislation and guidance has been taken into consideration in the development of this procedural document.

1. Data Protection Act 1998
2. Equalities Act 2010
3. OYC Employment Check Standards
4. DBS Code of Practice

### **Recruitment procedures:**

1. The need to recruit arises in two ways: either to replace an employee who is leaving or has changed job position; or to create a new position whether because of expansion of services or a change in the structure.
2. The management will discuss the job requirements and a Job Description will be drawn up.
3. The job will be advertised, internally, adverts, through service contacts, or approved agencies.
4. A recruitment pack will be sent out to applicant's containing an application pack, job Description, and any other specific or general information relevant to the job.
5. The admin worker receives applications and the interview panel will make an initial shortlist of those selected for an interview, in line with the job/person specification.
6. Successful applicants will be called for an interview. The interviewing panel will formulate questions and ensure that they ask questions relevant to the job specification.
7. Once a suitable candidate is selected the admin worker will carry out the necessary administrative procedures. This includes confirming unsuccessful candidates within 14 days. Candidates with potential for other purposes in the future are informed that their details will be kept safe on file and referred to if a suitable vacancy arises within a year.

### **Candidates with disabilities**

Applicants for interview are asked to clarify any special needs that they may have in relation to attending the interviews so that appropriate arrangements can be made where necessary.

### **References**

All appointments are made subject to satisfactory references. The organisation will ensure that they receive the references from the named person on the application in written form or via email. Contact will be made by phone/email and a letter will be sent to the referees. If an unsatisfactory reference is received this will be discussed at the management meeting or with the interviewing panel to pursue in employing the individual or not. All

references will be dealt with in the strictest of confidence and will not be given to other employees or passed on to third parties.

### **Pre-employment checks**

In addition to references the organisation also reserves the right to request a true identity check to verify the individual and a medical examination if the candidate has potential health problems, which may affect suitability for the job or may have health and safety implication.

Qualified staff are required to produce originals of their qualifications for the records.

A full Disclosure Barring Service check form will be sent after a potential candidate is given the job opportunity. This is because the centre mainly works with young people aged 13-19 years of age and vulnerable adults that are SEN upto the age of 25. Checks will be made prior to employment and successful applicants will be offered employment upon a satisfactory DBS clearance and consistency between information provided on the application form.

### **Work permits**

It is essential that all employees are legally able to work in the UK and any non-British applicants are required to give details on their application form of any relevant permits and to produce satisfactory evidence of these as a condition of employment.

### **Confidentiality and accuracy**

All information provided to the company by the candidate will be treated in the strictest of confidence during the recruitment process. Any information that is given in the application form or CV or during an interview is expected to be truthful and accurate. If such information is to be found false or inaccurate this will be grounds for summary dismissal.

### **Offers of appointment**

The admin worker will send out all letters confirming appointment and ensure that the correct terms and conditions are offered.

### **Employment of relatives**

Any applicant found to be a relative to any member of present staff or management will be treated on its own merit, i.e. their qualification and suitability. Applicants will not be interviewed by a panel, which includes anyone whose is a relative or who has a close connection. This is to ensure equality, fairness and transparency for all applicants that have applied.

### **Rehabilitation of Offenders Act 1974**

All employees and volunteers are considered as having substantial access to young people and the organisation is therefore exempt from the provisions of the above Act. Consequently, applicants are required to reveal any information concerning criminal convictions, either spent or otherwise. Such information is given in the strictest confidence and is considered only in relation to the post concerned. An employee who has deliberately withheld information about convictions will be liable to disciplinary action, including summary dismissal, if the true situation is discovered and verified by the organisation.

Appointed person: Abdul Munim  
Chairperson

Deputy: Abdul Ahad  
Secretary

Signed:.....

Date: .....