



Capernwray Staff Recruitment Policy and Procedure (Paid Staff)

Amended from the 2020 version to reflect revised practices, July 2022

Introduction

This Staff Recruitment Policy and Procedure sets out the framework for recruiting paid staff at Capernwray. The recruitment and retention of suitable staff is critical to the on-going success and growth of our ministry. Recruitment of voluntary staff is the subject of a separate policy and procedure.

Capernwray places a high value on the benefits of a diverse and international community. This Procedure promotes practices that ensure that applicants are afforded the opportunity to demonstrate their individual attributes and suitability for the role in a welcoming environment.

Capernwray is committed to a recruitment and selection process that is based on its core values and is in line with relevant legislation so that our approach is consistent, fair and effective.

Procedure

1. A vacancy arises due to there being an identified new role, or where there is an existing employee leaving or retiring.
2. The Senior Management Team ("SMT") shall consider whether the vacancy can be covered by way of an organisational change. If there is still a vacancy, a job description and advert is drafted or updated by the relevant SMT lead after appropriate consultation with other staff. The SMT shall give consideration as to whether there are suitable internal candidates, and may choose to advertise internally instead of or prior to external advertisement.
3. The Managing Director ("MD") shall form an appropriate **Recruitment Panel**, which will be drawn from two or three of the MD, the relevant SMT lead, the Head of Department and potentially one other member of staff. The Managing Director shall give consideration to the diversity of the Recruitment Panel and accordingly may suggest different staff members are included within it.
4. If the vacancy is advertised externally, then it will typically be communicated through the Capernwray website and social media, and where appropriate, with other websites including christianjobs.co.uk and globalconnections.org.uk/vocations/uk-jobs.

5. All job application packs shall include:
 - Background to Capernwray;
 - Person Specification;
 - Key Responsibilities specific to the role;
 - Key Responsibilities for all Capernwray staff;
 - The Statement of Faith of Capernwray;
 - Terms and Conditions, including:
 - Explanation that candidates will need to meet the current UK employment legislation and demonstrate they have a right to work in the UK;
 - Full-time or part-time;
 - Permanent or Temporary;
 - Salary;
 - Annual Leave;
 - Hours of Work;
 - Pension Scheme;
 - Additional Benefits;
 - Contact details for inquiries and applications;
 - A closing date
 - A link to the online application form which includes safer recruitment and self-disclosure questions.
7. A grading or sifting sheet will be produced which enables candidates to be assessed based on the job description and key responsibilities. The Recruitment Panel shall determine which members of staff shall be responsible for grading/sifting the applications received (note: as a minimum there will be two staff members grading applications).
8. Once the grading/sifting is complete, the Recruitment Panel shall make a decision as to which candidates shall be interviewed (a face-to-face interview of 45 mins to one hour is preferable, but if this is not feasible, then it can be carried out over Skype or FaceTime, for example).
9. The Recruitment Panel shall determine interview questions designed to reflect the criteria in the job description, person specification and any technical/professional aspects of the role and shall have grading sheets for marking purposes. The MD will ensure that notes are taken during the interview. On occasion, candidates may be asked to give a presentation on a particular question, or given time during the interview to prepare for a scenario which should be similar to one they may face in the role, if successful. In the case of practical jobs (e.g. chef), candidates may be required to evidence their skills by spending some time working alongside their prospective Line Manager. In order to avoid discrimination, no reference should be made to the person's personal circumstances and the same broad questions should be asked of each candidate (recognising that further probing questions may need to be asked to follow

up particular issues). Safer recruitment questions as outlined in the Appendix below should also be included.

10. Candidates will be given advance notice of possible interview dates and methods of assessment, so as to ensure they have sufficient time to prepare. If reasonable adjustments are required then these will, where possible, be made in line with the individual needs.
11. Candidates will typically be given a tour of the site and an opportunity to meet staff not on the Recruitment Panel.
12. Once all interviews and assessments have taken place, the Recruitment Panel shall convene to discuss their assessments of each candidate aiming for consensus on the most suitable candidate for the role as described in the application pack. If a consensus cannot be arrived at, then the Managing Director shall be responsible for the final decision. (Note: this policy is for all appointments except for the role of Bible School Principal, which together with the role of Managing Director, is a Board appointment).
13. Candidates will then be notified of the outcome of the process, with the successful candidate being offered a conditional offer of employment. Unsuccessful candidates shall be given at least verbal feedback if requested.
14. Offers of employment must be made on condition of the following:
 - Satisfactory outcome to pre-employment health screening (if deemed necessary);
 - Receipt of satisfactory references;
 - Proof of right to work in the UK;
 - Proof of relevant qualifications; and
 - Enhanced Disclosure and Barring Service check / criminal conviction checks (see Appendix below).
16. Salaries will be based on the level at which the candidate is entering the organisation, together with the candidate's qualifications and experience.
17. All new members of staff appointed will receive an induction and be subject to a 3 month probationary period to assess suitability as set out in the Contract of Employment.
18. Subject to a satisfactory probationary review, the appointment will be confirmed at the end of the probationary period. In exceptional circumstances, the probationary period may be extended and a further review completed before the confirmation of the appointment.
19. If the successful candidate has a disability, the MD, in conjunction with our HR advisers (Bright HR) discuss what reasonable adjustments can be made to accommodate the individual.

Appendix to Capernwray Staff Recruitment Procedure

Disclosure / criminal conviction checks

We ensure that all appropriate measures are applied in relation to all employees who are likely to be perceived by the children and young people as a safe and trustworthy adult. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, gaining reasons for any unsubstantiated gaps or inconsistencies and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including the completion of an enhanced disclosure with the Disclosure and Barring Service (where relevant). An assessment has been carried out on each role in the organisation and it has been determined that they fall into the definition of 'regulated activity' as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006. Where a specific role meets the requirements of an enhanced DBS check as well as a check of the Barred list, it will be carried out.

NB Capernwray takes the view that each member of Capernwray permanent or voluntary staff is involved in Regulated activity. At any time while unaccompanied children and young people are staying (April, July, August) they are engaged in and available for any form of care for or supervision of children and the period condition is satisfied because the person carrying out the activity does so at any time on more than 3 days in any period of 30 days.

For more detail, please see:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated Activity with Children in England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf)

<https://www.legislation.gov.uk/ukpga/2006/47/schedule/4>

Online Application Form last Reviewed July 2021

Policy and Procedure last Reviewed July 2022

Due for review July 2023