

Safe Recruitment & Selection Policy

1. Our commitment

Our staff and volunteers are fundamental to the mission and purpose of fighting for every childhood and keeping children safe. To achieve this, we need to be able to attract and retain people of the highest calibre with the right mix of experience, competencies and values, and a high level of commitment to the NSPCC and what we stand for.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff and volunteers based upon the principles below. Our approach is strategic, professional and consistent and adheres to all the requirements of our [Equality and Diversity Policy](#), The Equality Act, Rehabilitation of Offenders Act and all other relevant employment legislation.

2. How we will do this

- We will always seek to recruit the best candidate for the role based on merit including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- We are committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare as having a disability and who meet the requirements in the person specification of the vacancy they are applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates who declare disabilities to start working or volunteering their time with us.
- We are committed to developing our internal recruitment market, developing talent and providing opportunities for career progression and where possible short and medium-term secondments and / or acting up opportunities will be used.
- We will advertise all paid NSPCC contract positions to staff for a minimum of two weeks in order to open up opportunities for existing staff to develop their careers.
- Working in partnership with recruiting managers, the People Operations Team will ensure that recruitment and selection is conducted in a professional, timely and responsive manner and that it complies with all employment legislation and volunteer policies.
- Recruiting managers will be provided with appropriate guidance and training to ensure they have the skills and knowledge to meet this core principle. The

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HR Operations team can provide managers with coaching to ensure they understand the recruitment policy and processes.

- All recruiting managers are expected to treat applicants fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- Shortlisting against the person specification is usually carried out by at least two members of the interview panel. All decisions are recorded.
- For some positions, we will use value based interviewing (VBI) as part of our selection process. To find out more about VBI please refer to section 4 below or ask your manager / coordinator / supervisor.
- If any colleague involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated confidentially in accordance with the GDPR legislation.
- As part of our commitment to safeguarding children we will ensure that we have appropriate and rigorous checks in place prior to candidates commencing work that enable us to establish each candidate's suitability to work for the NSPCC.
- Managers / coordinators / supervisors are responsible for ensuring their new team member has a thorough induction programme and completes the NSPCC on-line induction which includes mandatory training in safeguarding as well as other key areas.

3. Who this policy is applicable to

The policy applies to all employees who we employ directly on NSPCC contracts, and volunteers who volunteer their time with our services.

4. Definitions

Recruitment refers to the overall process of attracting, shortlisting, selecting and appointing suitable candidates for roles within an organisation. This includes the approvals, preparing the role description and person specification as well as the advertising via the most suitable channel.

Selection consists of the processes involved in choosing from applicants a suitable candidate to fill a post. We use a range of selection tools for example competence based interviews, values based interviews, presentations, work based scenarios, skills and knowledge tests designed to help our managers ensure they are making the right selection for their vacancy. The choice of selection tool will be dependent upon the level and nature of the role.

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Value based interviewing (VBI) is a technique based on our organisational values and behaviours and aims to assess candidates who work directly with children against these values and behaviours.

Vetting checks are completed on all candidates who have been made a provisional offer to work or volunteer with the NSPCC to ensure that appropriate safeguards are in place before they commence work.

The exact level and nature of the checks will be dependent on the role, but in every case, the overriding consideration will always be the safety of the children we are here to protect. Criminal record checks (DBS/ANI/PVG) are required for child facing roles which meet the specified contact criteria. An overseas check is required if the candidate has lived outside of the UK for 12 months or more in the last 10 years.

5. Exceptions to this policy

For paid positions we might employ temporary agency staff to fill a short term or immediate need for resource. This should only be in exceptional cases and generally placements should not exceed 12 weeks. We will use preferred suppliers only as listed on our preferred supplier list.

It is only in the most exceptional circumstances, that a candidate could begin their employment before all pre-employment checks are completed. This would only be agreed following completion of an in-depth risk assessment and with approval from the Head of People Operations and the Director responsible.

6. Further information and related guidance

[Equality and Diversity Policy](#)

Step by step guide to volunteer recruitment

Recruitment at the NSPCC

Preferred Supplier List

Recruitment of Ex-Offenders

[Safeguarding advice around disclosure](#)

Schools Service Volunteer Recruitment Guide

Acting up guidelines

Secondment Policy

Pay and Reward policy

Safeguarding actions once disclosure is made

7. Version and effective date

Version 1.1

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Effective Date: November 2018

Date of last review: September 2018

Date of next review: September 2020

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