



# **West Heath Community Association**

## **Recruitment Policy**

West Heath Community Association is a registered charity (no: 1124993)  
and has limited liability being a company limited by guarantee  
registered in England & Wales (no: 06570815)

## Recruitment Policy

This policy will be reviewed every two years, or sooner if legislation or best practice changes. West Heath Community Association will amend this policy, following consultations with the Community Centre Manager where appropriate.

Date of last review:

<i>Date</i>	<i>Change</i>
<i>March 2026</i>	<i>New document created.</i>
<i>April 2026</i>	<i>Agreed by Board</i>

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### **1. Purpose of This Policy**

This policy sets out how West Heath Community Association recruits staff, volunteers, and sessional workers in a fair, transparent, and lawful way. It ensures compliance with UK employment law, equality legislation, and safer recruitment standards where roles involve children or vulnerable adults.

Our aim is to attract high-quality people who share our values and contribute positively to our community.

### **2. Legal Framework**

This policy is guided by the following UK legislation and standards:

- Equality Act 2010
- Employment Rights Act 1996
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- Data Protection Act 2018 / UK GDPR

- Immigration, Asylum and Nationality Act 2006 (right-to-work checks)
- Safeguarding legislation and local authority guidance
- Charity Commission expectations for good governance

### **3. Scope**

This policy applies to:

- Employees (permanent, temporary, part-time, and sessional)
- Volunteers
- Board of Directors
- Contractors and freelance workers
- Anyone engaged to work on behalf of the centre

### **4. Recruitment Principles**

We are committed to:

- Fairness and equality — no discrimination on the basis of protected characteristics
- Transparency — clear processes and communication
- Merit-based selection — decisions based on skills, experience, and suitability
- Safer recruitment — safeguarding is prioritised in all roles involving children or vulnerable adults
- Accessibility — reasonable adjustments offered throughout the process
- Confidentiality — all applicant information handled securely

### **5. Workforce Planning and Approval**

Before recruitment begins:

- The Centre Manager identifies the need for a role
- A role description and person specification are drafted or updated
- The Board of Directors approves new posts or significant changes
- Funding and budget availability are confirmed

### **6. Advertising Vacancies**

Vacancies will be advertised in a way that is open and accessible, which may include:

- The centre's website or noticeboards
- Local community networks
- Job boards or volunteer platforms
- Social media
- Local authority or charity sector listings

All adverts will include:

- Job title and summary
- Key responsibilities
- Essential and desirable criteria
- Hours, pay/expenses, and contract type
- Closing date
- A statement on equality and safeguarding

## **7. Application Process**

Applicants may be asked to submit:

- A completed application form
- A CV and covering statement
- A declaration of criminal convictions (where legally appropriate)

All applicants receive confirmation of receipt and information about next steps.

## **8. Shortlisting**

Shortlisting is carried out by at least two people to ensure fairness.

- Candidates are assessed against the person specification only
- Notes are recorded to support decisions
- Reasonable adjustments are offered for interviews

## **9. Interviews and Assessment**

Interviews will be:

- Conducted by at least two trained interviewers
- Structured and consistent for all candidates
- Based on job-related questions and safeguarding awareness where relevant

Additional assessments may include:

- Practical tasks
- Group activities
- Skills demonstrations

Interviewers will record decisions and provide feedback on request.

## **10. Pre-Employment Checks**

Before any appointment is confirmed, the following checks will be completed:

10.1 Right to Work in the UK - Required for all paid roles.

10.2 References

- Minimum of two references
- One must be the most recent employer (or equivalent)
- For volunteers, character references may be accepted

### 10.3 DBS Checks (if applicable)

Roles involving children or vulnerable adults require:

- Enhanced DBS check
- Barred list check (where legally eligible)
- Ongoing safeguarding training

### 10.4 Employment History and Identity Verification

- ID documents checked
- Gaps in employment explored

### 10.5 Qualifications and Professional Registrations

Where relevant to the role.

## 11. Appointment and Induction

Successful candidates will receive:

- A written offer and contract (for employees)
- A volunteer agreement (for volunteers)
- A role description
- Policies including The Staff Handbook

All new starters complete an induction programme, including:

- Tour of the centre
- Introduction to staff and volunteers
- Mandatory training (e.g., safeguarding, health & safety)

## 12. Probation and Review

Employees will normally have a probation period (e.g., 3–6 months).

Volunteers may have a trial period to ensure the role is a good fit.

Regular reviews will be held to:

- Provide support
- Identify training needs
- Confirm suitability for the role

## 13. Equality, Diversity and Inclusion

We are committed to creating a diverse and inclusive workforce.

We will:

- Make reasonable adjustments
- Encourage applications from under-represented groups
- Monitor recruitment data to identify barriers

#### **14. Data Protection**

All recruitment data is handled in line with the Data Protection Act 2018 and UK GDPR.

- Information is stored securely
- Access is restricted
- Data is retained only as long as necessary

#### **15. Complaints**

Applicants who believe the process was unfair may raise a concern with the Centre Manager or the Board of Directors. Complaints will be reviewed promptly and sensitively.