



## Recruitment Policy

Herefordshire Growing Point is a charity that is established to provide a service to vulnerable children and adults and as such we take very seriously our responsibility for recruiting Trustees, staff and volunteers who can provide appropriate management, tuition and support. Advice has been taken from the NSPCC safer recruitment procedures: <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment/#heading-top>

### Recruitment of Staff, Tutors and Volunteers

It is a small charity with one part-time member of staff to oversee the day-to-day running of the organisation, self-employed tutors to provide classes for our clients, and volunteers who work one-to-one with clients, or support the charity in other ways. We use several transport providers.

We are committed to recruitment in line with our Equal Opportunities policy; our Volunteers policy; and our Safeguarding and Protection of Vulnerable Adults and Children policy.

The charity needs to be prudent with its resources, and when possible, will seek to find candidates for new appointments by word of mouth. On occasions, open advertisements will be used.

The charity will draw up a Job Description and Person Specification in advance of each appointment so that it can communicate the requirement clearly and emphasise the importance of safeguarding issues. Face to face interviews will be conducted by the Charity Manager and one other member of staff with short-listed candidates for tutor or volunteer positions; or by a panel of 2 or more trustees for the position of Charity Manager. HGP will endeavour to appoint the best possible candidate for each position and will endeavour to carry out the recruitment process with fairness and in a timely fashion.

Before confirming the appointment of a paid employee, tutor or volunteer, the charity will

- check the candidate's identity
- check that the candidate has a right to work in the UK
- ask the candidate to declare whether (s)he appears on the Barred List, or whether (s)he has any unspent convictions
- ensure that the candidate has a clear DBS Certificate which is less than three months old, or that the online DBS status is clear
- take up 2 references including where possible the most recent employer and any employer who provided work with children or vulnerable adults.

All employees will be given appropriate training and induction on appointment. This will include

- explanation of the charity's aims
- explanation of the charity's policies and procedures
- explanation of lines of communication, particularly in the case of a problem
- a tour of the garden, garden house and facilities at Holme Lacy College
- introduction to clients and other members of staff.

## Recruitment of Trustees

The charity is administered by a Board of Trustees who, as volunteers, also run fund-raising activities and events for clients. Trustees are recruited as required and according to the specific needs of the charity at that time. The recruitment process is guided by the charity's constitution and Charity Commission recommendations.

Potential candidates will be vetted pre-appointment and asked to confirm

- That they have not been disqualified from acting as trustees
- Whether there are any existing or potential conflicts of interest

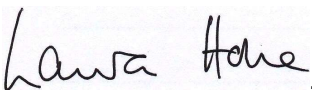
A DBS check will be made as required by regulation and statutory guidance.

The Chair will write to the prospective trustees setting out their duties and responsibilities and asking for a copy of the letter signed by them to be returned indicating their agreement.

In information pack will be given to them including:

- Declaration of Interests (to be signed and returned)
- Declaration of Eligibility and Responsibility (to be signed and returned)
- Charity Commission: 'The essential Trustee: what you need to know'.  
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Charity Commission: 'Charities: how to protect vulnerable groups including children'  
<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
- Charity Commission: Safeguarding children and young people  
<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>

*This policy will be reviewed every 2 years, or sooner if there is change in employment legislation.*

Signed: .....  .....(Chairman)

Date Adopted: .....30<sup>th</sup> September 2021.....

Author	Position	Date of next review
Fiona Paterson	Trustee	September 2023