



Alpha Training and Hawthorn Farm
Interview Policy

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Author / Reviewer responsible: HAYLEY BODEN
Reviewed by: MICHELLE HOWDLE
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Purpose

- The purpose of this policy is to define the Alpha training's approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.

Rationale

- Alpha Training recognises that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. Alpha Training is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims, therefore, of this policy are to:
 - attract and appoint the highest calibre of applicants;
 - ensure safe and equitable recruitment and selection is conducted at all times;
 - deter, identify and reject prospective applicants who are unsuitable for work with children or young people.

This document is available to all members of staff and to any prospective applicant.

Equal opportunities

- Alpha Training is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political affiliation or trade union membership.
- Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his or her disability.
- Recruitment and selection activities will be undertaken in line with the principles of the equalities policy.
- Two references will be requested prior to interview, to enable the panel to compare the information received against the candidate's application form and their answers at interview, as well as allowing for any discrepancies to be explored at interview.
- The selection process for shortlisted candidates will, as a minimum, consist of a face to face selection interview with Michelle Howell and Hayley Boden.



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Outcome of selection processes

- A decision will be made based on a fair and thorough assessment of the suitability of the candidate against the requirements of the person specification/job description during the selection process.
- Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks.

Pre-employment checks

- Alpha Training recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as to update the Single Central Record prior to new staff commencing employment.
- The selection panel will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work and identity checks, together with health declaration, references, application forms, interview information and checks of relevant academic and professional qualifications.
- The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate's identity and right to work in the UK have been established.