Staffing and Recruitment Policy

Policy Management	
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Date of Last Review: *November 2025*	
Date of Next Review: *November 2026*	
Responsibility: *Manager, Bee-Able CIC*	Name: *Sharon Senior*
Signed:	Date:

1. Purpose

This policy ensures that all staff and volunteers are recruited safely, fairly and in line with legal and safeguarding requirements. Our aim is to build a team that reflects our values of inclusion, integrity and respect.

2. Scope

This applies to all recruitment, including employees, volunteers, and temporary staff.

3. Recruitment Principals

We are committed to:

✅ Safe, fair and transparent recruitment

✅ Avoiding discrimination under the Equality Act 2010

✅ Ensuring every candidate is suitable for working with children, young people and vulnerable adults

4. Recruitment Process

4.1 <u>Advertising and Shortlisting:</u>

- Posts are advertised openly with clear job descriptions and essential criteria.

- Shortlisting is carried out using objective criteria.

4.2 Interview Stage:

- At least two people are involved in interviews.
- Questions focus on skills, experience and values — not personal background.
- Safeguarding questions are always included.

4.3 References and Checks:

- Two references are obtained, one of which must be the most recent employer or educational setting.
- All offers are subject to satisfactory references and identity verification.

4.4 DBS Checks:

- All staff and volunteers must hold an enhanced DBS certificate before starting.
- DBS certificates are renewed every 3 years or through the Update Service.

4.5 Right to Work and Qualifications:

- Proof of right to work in the UK and relevant qualifications are verified before employment begins.

4.6 Induction:

- All new staff complete an induction including safeguarding, EDI, confidentiality, and health & safety.

5. Records

Recruitment records are stored securely and include:

- Application forms
- Interview notes

- Reference checks
- DBS evidence
- Right-to-work verification

All records are stored securely.

6. Monitoring and Review

We will review our practices regularly and this policy every year, or when regulations change, to make sure it stays relevant and effective.