



The Happy Mums Foundation CIC

Recruitment Policy

Introduction and policy statement

The aim of this policy is to set out The Happy Mums Foundation's recruitment process which seeks to:

- Attract and select the best possible applicants to vacancies
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly.

It also covers our arrangements for inducting staff and volunteers into the organisation and their new role. This process seeks to ensure that:

- Each individual is clear about their roles and responsibilities
- Role specific training is provided

This policy is applicable to both salaried staff and volunteers. Where indicated, some sections apply only to one of these groups.

Recruitment Procedures

1. Vacancy Management

- Identify which staff and volunteers are needed;
- Review or create the job description and person specification for the role;
- Submit to board for approval
- Consider whether any of the aims of the job have changed, and how this may affect factors such as the skills required and work flow;
- Write text for the job advert and consider where it should be advertised.

2. Internal Recruitment

- Where appropriate, all posts will first be advertised internally (to all staff, volunteers and directors);
- Where time is a factor due to funding deadlines, the post may be advertised internally and externally simultaneously;
- The same recruitment process will be followed for posts advertised internally and externally;
- Candidates will be given a minimum of two weeks, maximum of four weeks, to submit applications after the post is advertised internally;
- On shortlisting, all applicants must meet at least the essential criteria on the person specification, in order to progress to interview. No exceptions will be made.
- Where no candidate is selected through internal recruitment, the post will then be advertised externally.

3. Identification of recruiting panel

- We have a minimum of two people (ideally three) on our recruiting panel. The same two people are involved at each step of the recruitment process;
- Panel members should be senior to the post being recruited to (eg. members of the Board of Directors);
- Where possible members of the recruiting panel will have completed training on recruitment practises.

4. Advertising

- We use several no-cost avenues to advertise posts in order to maximise the number of potential applicants. These avenues include:
 - JobCentrePlus website;
 - Social media (Facebook and Twitter);
 - Cumbria CVS jobs bulletin/website
- Where it is considered necessary to widen the scope of the advertising, we may use local newspapers and jobs websites which incur cost.
- Posts will be advertised externally for a minimum of 4 weeks;

- If no suitable candidates are found within 6 weeks, the role should be reassessed and readvertised.
- In relation to the recruitment of volunteers we may additionally hold open days, or advertise on volunteer portals eg. University of Cumbria.

5. Recruitment materials

Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:

- Job description and person specification
- An application form
- Information about The Happy Mums Foundation

All applicants must complete, in full, an application form. CV's will be accepted as wider information only. Shortlisting decisions will be based on the application form..

6. Short-listing

- Applications will be sorted into folders of 'meets essential criteria' and 'does not meet essential criteria' both folders will be circulated around the recruiting team and interview panel for shortlisting.
- We shortlist all candidates against the essential and desirable criteria in the person specification for the post;
- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not. We can provide feedback where requested;
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation;
- On invitation to interview applicants will be asked whether they need any 'reasonable adjustments', often called 'access requirements', for any part of the recruitment process. Reasonable adjustments can include but are not limited to:
 - Flexibility on time, location and format of interview
 - Providing questions in advance of interview
 - Bringing an interpreter

7. Interview stage

- Interviews may be face to face or online.
- A minimum of two people (ideally three), will sit on the interview panel. All will be involved in the overall decision making. Notes will be taken by each member of the panel and kept as part of the recruitment paperwork (see below);
- At the interview, candidates will be questioned using the same set criteria and same questions, which will be designed to probe skills and qualities essential for the job. The questions will be formulated from the essential criteria listed in the person specification and candidates will be given a score for their answers;
- Candidates will always be required to explain satisfactorily any gaps in employment and any anomalies or discrepancies in the information available. Furthermore they will be asked to declare any information that is likely to appear on a DBS disclosure;
- Depending on the role being recruited, each applicant may be asked to take part in a practical exercise relevant to that role (eg. a typing test for an administrator, or a presentation);
- No health related questions will be asked prior to the employment offer being made unless the role explicitly requires lived experience of mental health conditions and we may ask how this will benefit them in the role.;
- Candidates will be given the opportunity to ask any questions, and the panel will ensure they have anticipated such questions and have the information available, alternatively, where information is not to hand, this will be sourced and provided within 2 working days
- The panel will then select the most suitable person for this position based on these scores as well as the needs of the organisation;

- Each candidate will receive communication from a member of the panel stating whether they have been successful or not and offering to provide feedback on request.

8. Employment checks

- The preferred candidate will be offered the position verbally subject to at least two references from previous employment or a personal and professional reference. These references will be taken up BEFORE employment commences;
- They will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK;
- Referees will be sought directly from the referee (see template at appendix 1). References or testimonials provided by the candidate will never be accepted;
- The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work and they will not have **unsupervised** access to any child or vulnerable adults or their records before this check comes back clear;
- All qualifications will be checked against actual certificates and copies taken for their personnel files;
- The ID evidence provided at interview will be used against the checklist to demonstrate the right to work in the UK;
- Once the employment checks have been completed successfully, a written offer of employment will be made to the successful candidate.

Induction, training and ongoing support

The HMF induction checklist is used by managers to induct paid staff into their roles. (Appendix 2) This document requires that new staff have read and understood the organisation's policies and procedures and they are asked to sign this document at the end of the induction process (usually 4-6 weeks).

All new staff, directors and volunteers undertake online safeguarding training via E-Learning for Health, to level 2. Designated Safeguarding Leads are required to undertake this training to level 3.

Completion of this training is a requirement for all volunteers before undertaking any activities on behalf of The HMF.

All new staff, directors and volunteers are required to undertake a two-day in-house induction training session, 3 where facilitation may be part of the role.

Everyone is asked to complete Suicide Prevention and Self-Harm training online during their first year.

The completion of all of the above training (online and face-to-face) is monitored by the Operations Manager Officer and recorded on the staff member/volunteer's personal training record.

Online safeguarding training is refreshed every three years.

APPENDIX 1

Reference Form

Applicant name:	
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The above applicant has recently been interviewed for a role with The Happy Mums Foundation CIC. We are a not-for-profit organisation that provides support groups for women with mental health problems, as well as training in parent mental health. You can find out more at www.happymums.org.uk

As we work with vulnerable women and children, it's important that we ensure everyone who works or volunteers on behalf of Happy Mums is of good character and can keep themselves and others safe. Please consider this when answering the questions below.

Thank you – we really appreciate you taking the time to complete this reference form.

How do you know the applicant?	
How long have you known the applicant?	
Do you have any concerns about them working with Happy Mums?	
Do you have any other information you feel would be relevant?	

Signature:	
Print Name:	
Date:	
Organisation name (if applicable):	
Position Held (if applicable):	

Appendix 2 – Induction Checklist



Induction Plan

Employee's Name:
Date Employment Started:
Person Responsible for Induction:

By the End of the First Day	Date Completed
Had initial meeting with Executive Director	
Had outline of your role, responsibilities, level of authority and work priorities.	
Check that there are no matters outstanding from the recruitment process, e.g. all pre employment checks completed.	
Discuss the terms and conditions of employment and ensure that you discuss: <ul style="list-style-type: none"> • Information about pay day • Payment method • Completion of employee information form • How to report sickness and absence giving the name and telephone number of the person to be contacted, by what time and what information will be needed • Explain annual leave entitlement, where this is recorded and who approves this. 	
Explain the disciplinary and grievance procedures, including professional boundaries and performance management.	
Explain/ sign code of conduct	
Check that all relevant personal information has been obtained. For example who to call in an emergency.	
Ensure that the new employee know where the basic amenities are. (if office based) e.g. toilets, tea/coffee making facilities and eating area	

Draw the new employee's attention to any specific points about working for the setting, e.g. no smoking policy, dress code/uniform, hours of work, tea and lunch breaks	
Explain the emergency procedures, e.g. evacuation exits and procedure, the sound of the fire alarm, the name and location of the appointed first aider	
<p>Signed: _____ (Manager Name) _____</p> <p>Signed: _____ (Employee Name) _____</p>	
By the End of the First Week	
Know how to access all the equipment / resources needed to do your job	Date Completed
Be issued any other necessary items, like keys, ID Cards.	
Be given copies of policies and procedures and checklist.	
Discuss and familiarise with data protection policies and procedures for organisation.	
Risk Assessments	
Introduce the new employee to everyone in the setting explaining who they are and what their role is	
<p>Signed: _____ (Manager Name) _____</p> <p>Signed: _____ (Employee Name) _____</p>	
By the end of the First Month	
<p>Have an initial Performance and Development Review meeting that covers</p> <ul style="list-style-type: none"> • Information on how their role will support the Foundation's business and project plans • Identifies any training needs. • Workload. • Progress and difficulties <p>This should lead to clear work targets and a learning and development plan.</p>	
Plan regular meeting with the new employee to discuss workload, progress and any difficulties.	

Induction policy and procedures checklist

Policy/ Procedure covering	Explained	Received Copy	Read & Understood
Safeguarding			
Internal Financial Controls			
Code of Conduct			
Equality and Diversity			
Conflicts of Interest			
Health and Safety (to be updated with new office/homeworking)			
Expenses			
Privacy, Data Protection & Photo/Film			
Volunteers			
Sickness & Absence			
Directors' Roles and Remuneration (TBC)			
Discipline & Grievance			
Performance Management			
Professional Boundaries			
Driving on Foundation Business			

Signed by Employee.....