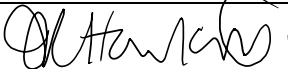


<b>Responsibility:</b>	Human Resources	<b>Date doc. created:</b>	V3 February 2023
<b>Print name sign off:</b>	Joanna Hawkins	<b>Last review date of doc:</b>	May 2022
<b>Signature:</b>		<b>Next review date:</b>	February 2024

# BPN Recruitment Policy and procedure

## Policy Statement

To help deliver its mission and strategy effectively, Best Practice Network is committed to valuing diversity and promoting equality for all applicants and employees during all stages of the recruitment and selection process. The purpose of this Recruitment policy is to set out the principles and procedures governing the recruitment process. In particular, the policy is designed to ensure that recruitment and selection decisions are based on a fair and objective assessment of the ability of the applicant to meet the requirements of the role.

It is applicable to all staff recruitment. For the policy and procedure to be effective it is essential that any employee who participates in any aspect of the recruitment and/or selection of staff is aware of this document and follows it.

## Recruitment for Employees

### Job Description

Each post, whether full or part-time, permanent or temporary must have an up-to-date job description, in line with the companies' standard templates.

The Recruiting Manager is responsible for drawing up the job description and person specification. Person specifications must indicate whether the requirements are "essential" or "desirable".

### Advertising

All permanent and fixed term vacancies will be advertised on the website. In addition, vacancies may be placed by HR on an external recruitment website or jobs board/social media site to attract a wider pool of candidates. Where a post is advertised externally, internal applications must be permitted, all candidates (internal and external) must be considered equally according to the same criteria.

If any applicant believes that he or she has been discriminated against in the selection process on the grounds of sex, sexual orientation, race, religion or disability, he or she will report the matter to the Managing Director for further investigation.

The HR team must be informed before each step of the recruitment is conducted. All required documentation must be sent and received directly by the HR team.

## Shortlisting, Assessments, and Interviews

If we have advertised to fill the vacancies ourselves, applications are reviewed against the key essential criteria as defined by the Manager.

If applications come via the recruitment agency, they will be reviewed for eligibility and completeness by the relevant line manager.

Candidates will be given a reasonable notice of their interview time and date, and flexibility will be offered for the necessary arrangements to be made. The invitation to interview will be sent by the HR team giving the applicant clear information about what they can expect – e.g., in-tray task, observed activities, panel interview - and any preliminary preparation they are required to make – e.g., be prepared to give a five-minute presentation on yourself or why you are suited to this role. The invitation will also explain when the candidate is to arrive, provide a map/ location detail and a named person to ask for on arrival.

The interview panel will consist of at least two people and an interview proforma will be used to ensure that the questions are legal, consistent, balanced/relevant, maintain focus and are able to be compared/scored. The panel's notes will be kept on file for at least three months and will provide the basis for feedback to candidates.

## Offer of Employment

Following the interview process and the decision to recruit, HR will make an offer of employment verbally. Once the offer has been accepted and a start date agreed a full contract of employment will be issued by the HR Department.

References will be obtained using the standard reference template, and one must be of the candidates most recent employer.

If any agency has been used, they will obtain references and these will be available at Best Practice Networks request.

## Disclosure and Barring Service Checks

For safeguarding purposes, all staff working at Best Practice Network must have a satisfactory enhanced DBS check. In exceptional circumstances, staff may start work under a Risk Assessed Supervision arrangement. Applicants must be made aware early in the recruitment process that a criminal records check is a condition of the post.

Any information revealed in a Disclosure that is relevant to the nature of the role and is likely to lead to the withdrawal or amendment of a job offer, will be discussed with the applicant before the offer is withdrawn or amended.

All employees will be required to complete a self-declaration annually, confirming if there have been any changes to their previous DBS check.

## Baseline Personnel Security Standard

For roles associated with certain DfE contracts, and therefore with access to DfE data, the Baseline Personnel Security Standard (BPSS) needs to be met. The BPSS is the recognised standard for the pre-employment screening of individuals with access to government assets and includes checks against -

- identity
- employment history (past 3 years)
- national and immigration (right to work) status
- unspent criminal record.

Additionally, individuals are required to give a reasonable account of any significant periods (a total of 6 months or more in the past 3 years) of time spent abroad.

Job descriptions will make clear whether BPSS checks are required. If so, any information revealed in a BPSS check is likely to lead to the withdrawal of a job offer. This will be discussed with the applicant before the offer is withdrawn

## BPN Employee Recruitment Process



# Recruitment for Associates

## Job Description

Each Associate post must have an up-to-date job description, in line with the companies' standard templates.

The Recruiting Manager is responsible for drawing up the job description and person specification. Person specifications must indicate whether the requirements are "essential" or "desirable".

## Advertising Process

Associate vacancies will be advertised on our website and may be advertised internally to current associates. In addition, vacancies may be placed by HR on an external recruitment website or jobs board/social media site to attract a wider pool of candidates.

## Process

Those that are interested will be asked to fill in the Associate application form –

<https://ccms.bpnsystems.net/associates/>

They will be required to fill in their personal details, confirm the type of role they are interested in, confirm their right to work documentation, and provide a headshot for their ID badge. They will also be asked to provide contact information for two referees and confirm they have had an enhanced DBS check in the last three years by providing the certificate number and issue date.

If the Associate be nominated by a partner, they will not need to provide references, and if they do not have a DBS dated within three years, can ask their school to fill in a DBS exemption form on their behalf, containing their last DBS certificate number and date received.

Once the above pre-recruitment checks are complete, the applicant can be sent a Contract for Provision of Services (CoPS) to sign online. Once signed, they will become "green" listed, and viewable by other departments to enable them to work.

All green listed associates will be required to complete a self-declaration annually, confirming if there have been any changes to their previous DBS check.

# BPN Associate Recruitment Process

