Safer Recruitment & Selection Policy and Procedure

1. Policy Statement

The British Biathlon Union (BBU) recognises that its employees and freelance staff are its most important asset. Making sure our recruitment and selection policy and procedures are clear and robust forms part of our safeguarding processes and reflects the organisation's vision of openness transparency and equality and supports the organisation in sound governance.

The BBU is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees / associates, or those who are promoted.

This policy does not form part of our employment contract and the organisation may update it at any time

2. Policy Aims & Benefits

The Recruitment and Selection Policy aims to ensure:

- the organisation appoints and promotes the most appropriate applicant, associate or employee who is capable of carrying out the demands of the role
- the organisation fulfils its Safeguarding Policy and obligations
- there is no discrimination
- promotion is on merit via a thorough process
- retention rates are good
- the organisation's Equality and Diversity Policy is furthered, by ensuring fair and transparent recruitment and promotion

3. Scope

This policy covers all current staff and applicants for employment or freelance contracts with the organisation including those for a promotion, temporary, fixed term, permanent position or freelance. The policy will cover all internal and external recruitment and remains available to all staff.

4. Related Policies

This policy should be read in conjunction with the BBU's Equality and Diversity Policy, Safeguarding Policy, Data Protection Policy and the Anti Bribery Policy.

Procedure

5. Deciding to Recruit & Authorisation Processes

The need to recruit to a new post or fill a vacancy will be determined by organisational need. Authorisation will be via the Directors. The Secretary General/CEO will give final sign off to the post details and pay range for the post.

6. Advertising

All positions will be advertised and this will normally be carried out both internally and externally simultaneously. The advertisement will state that a DBS check is required and the level of check, according to the post being filled. All employees / freelance staff (including fixed-term employees) will be notified of any positions that arise whist they have a contract. This will be posted on the organisation's online channels and forwarding advertisements to staff on long-term leave including maternity leave, paternity and parental leave.

The Job Description and Person Specification will be available as a link on the advertisements to enable potential applicants to assess whether they have the appropriate experience and skills required of the position. This will include information on the level of DBS check required in the role advertised (based on the current athlete group this will be a **basic** level of check).

7. Application Process

Application will be by CV, covering letter and Supplementary Details Form (linked in the advertisement), see Appendix 1. The supplementary information will be used to ensure consistent information is provided, to assist the recruiters in providing information on preferred type of contract and number and pattern of hours. It also complies with Safer Recruitment requirements that that the applicants sign to confirm that the provided is information is true and accurate This process will apply to both external and internal applicants.

8. Screening

Screening will be carried out by more than one person, wherever possible this will be the members of the interview panel. Applications will be assessed to determine whether they match the requirements of the job as set out in the person specification for the job. The screening criteria will be applied consistently to all applicants. Records of the screening process will be retained on the organisation's secure database for one year after which they will be destroyed.

9. Testing

If selection tests are used as part of the assessment process, they will relate to genuine requirements for the job and carried out by someone qualified to administer them. A decision to appoint will not be taken solely based on test results. Records of testing will be retained on the BBU's secure database for a period of one year after which they will be destroyed

10. Interviewing

The interview will be carried out by more than one person and will normally involve a director at stage 1 or 2nd interview. The interview panel **must** consist of a minimum of one person having successfully completed the Safer Recruitment Awareness course within one year. The interviewing process will be carried out in the following way:

- the candidate will be put at ease at the start of the interview and advised that notes will be taken of their responses
- questions will relate to the requirements of the job as set out in the job description and person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders, wherever possible
- the ethos and values of the BBU will be set out as part of the interview
- candidates will be invited to ask questions
- at the end of the interview applicants should be advised of the next steps and timescales so that they are kept on board with the process
- applicants will be assessed at the end of interviewing against pre-defined criteria
- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
- interviewers will complete an interview assessment form for each candidate
- records of the interview process will be retained on the BBU's secure database for a period of one year, including questions asked, answers given, any interview notes and interview assessment forms for all candidates. After 12 months these records will be destroyed.

It may be appropriate for there to be a second interview which may involve other managers/Directors, again this should be conducted by more than one person.

11. Promotion

All employees / freelance staff will be aware of the promotional and career opportunities available to them from details circulated by the organisation at time of advertising. Training and job experience needed for promotional opportunities will be available to all employees

Promotion will be determined by merit and performance against objective criteria. Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

12. Disability

As legally required by the Equality Act 2010, additional support will be provided to disabled employees / freelance staff to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee / freelance staff member faces during the process.

Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with the Secretary General/CEO.

13. Appointment Decision - Sign off

Following the completion of the selection process, when a suitable candidate has been identified, the Secretary General/CEO will give the final sign off on the proposed appointment.

14. Job Offer

Candidates will be contacted as soon as possible with a decision on their application, this can be by phone or email, and an unsuccessful letter will be sent out for any candidate who was not successful. Successful candidates will be sent an offer pack including, offer letter and a statement of terms and conditions. This will be carried out by the Secretary General/CEO and in order to do this the 'Offer Checklist' (See Appendix 2 & 3) needs to be completed and returned to the Secretary General/CEO. All offers of employment are conditional and subject to the receipt of a minimum of 2 satisfactory references, a satisfactory DBS (if required), satisfactory pre-employment medical questionnaire and evidence of the right to work in the UK

Pre - Employment Checks

In order to comply with Safeguarding responsibilities, legal requirements and protect the organisation from risk, prospective employees / freelance staff **must not commence** employment or contract until the required checks have been concluded satisfactorily. To complete this process a period of **1 month** should be scheduled between the offer being made and a proposed start date. The following checks will be carried out by the Secretary General/CEO.

15. References

All external candidates will be required to provide three referees and at least 2 satisfactory references must be obtained prior to commencement in the role. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide three references, this will be discussed with the interview panel.

16. DBS

Where the role the new employee / freelance staff member will undertake requires a DBS check, then evidence of a satisfactory **basic** DBS check which is less than 3 years old on commencement will be required. If any issues of concern are identified through this process, then these will be investigated by the Secretary General including having a discussion with the individual. If the issue is not satisfactorily resolved the offer may be withdrawn.

17. Medical Check (employees only)

Prospective employees will be required to complete a pre-employment medical questionnaire which will be sent out with the Offer Pack and may be required to attend a medical check with an organisation nominated occupational health specialist.

18. Right to work in the UK (employees only)

The Organisation will only employ workers who are legally entitled to work in the United Kingdom. All applicants for employment will be required to provide the Organisation with appropriate documentation as detailed by the Home Office, to prove their eligibility to work in the UK.

Commencing work with the BBU

19. Induction

At the start of employment / freelance agreement with the organisation a copy of the

BBU Handbook will be made available to the new recruit; an induction programme will be put in place and conducted by the new individual's manager with input from others as appropriate. The programme will include providing information and an explanation of all the organisation's policies and procedures, including Health and Safety and Safeguarding. The Manager should make the new employee/associate aware of their responsibility to seek clarification on any policies or procedures they do not understand.

20. Probation

The first three months of employment will be a probationary period. During this period the new recruit's performance and conduct will be monitored and regular meetings and reviews will be held with the new employee / freelancer providing feedback and guidance and where required clearly raising issues of concern. If, during the probationary period it emerges that the recruit's work performance is not meeting the required standard, or if the new recruit is proving to be generally unsuitable, the recruit's manager must raise this with one of the Secretary General/CEO who may discuss this with the Board. The situation will be assessed and a decision may be taken to either take remedial action including an extension of the probationary period or to terminate employment. At the end of the probationary period the new recruit's performance will be reviewed and, if found satisfactory, their employment will continue, and a letter will be issued to confirm this.

21. Concerns with the recruitment Process

Any employee who is concerned with this recruitment and selection policy or with its operation within the Organisation should follow the normal grievance policy and procedure. External applicants and freelancers should register their concerns to one of the Directors and the matter will be dealt with by a manager / director who has not been involved in the process.

22. Records

The BBU will retain all records arising through the recruitment process for the period of one year in accordance with data protection requirements.

Appendices

Appendix 1 - Supplementary Information Form

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