

## **SAFER RECRUITMENT POLICY**

### **Introduction**

Alyth Synagogue is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law and the statutory guidance on Safeguarding Children and Safer Recruitment.

Alyth will ensure that people are treated solely based on their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction

### **Information for Applicants**

All applicants for all vacant posts advertised internally or externally will be provided with:

- A job description outlining the duties of the post
- A person specification indicating the qualifications, skills and types of experience or expertise which are regarded as essential or desirable in relation to the job.
- An Application Form.
- The name of any person who will be available to provide additional information about the post.
- The closing date for the receipt of applications.
- The salary of the post.

### **Short Listing**

- For all posts, with the exception of the Clergy, short listing will be the responsibility of the Community Director, together with another member of the senior team and a Board member.
- Clergy short listing will be carried out by the Search and Recruitment Group.
- References shall be taken up by the person delegated to receive the application and will be kept strictly confidential.
- The job description and the person specification will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.
- The criteria for selection will be consistently applied to all applicants.
- If the field of applicants is felt to be weak, the post may be re-advertised.
- Where appropriate Alyth may check the candidate's social media or other online activity prior to interview. Any concerns will be addressed during the interview process.

### **Interviews**

All vacancies will be subject to at least one formal interview. Before the interviews the selection panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked.

Before the interviews, a procedure for evaluating the candidates at the end of the interviews will be decided. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.

### **Offer of Appointment**

The appointment by the selection panel is binding on both parties subject to the following being met:

- an enhanced DBS
- satisfactory references
- proof of right to work in the UK
- satisfactory overseas checks

Once a candidate is selected, they will be sent a conditional offer letter.

### **Remote recruitment**

Alyth will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this, including:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information

The school will not discriminate against candidates who are interviewed remotely; they will be considered fairly alongside any candidates who are not interviewed remotely.

### **Candidates who have lived outside the UK**

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before.
- Obtaining evidence that candidates have the right to work in the UK through the government's online portal, using a share code, or the candidate's date of birth.
- Obtaining proof of candidates' immigration status in the UK.

If a candidate is unable to provide the correct documentation, they cannot submit a DBS check. This is because the right to work in the UK cannot be established.

### **Agency, third-party staff and contractors**

In the case of any employee working at Alyth who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.