



## Purpose

This policy has been developed to promote the Council's commitment to ensuring recruitment, appointment and induction in the organisation enables opportunities for people and also protects service users so they feel safe and supported and there is no risk of harm from people who work with them.

## Scope

This policy applies to all permanent and fixed term County Council employees, casual workers and volunteers, including people engaged to work in the council through agencies.

It is recommended by the Executive Director People, that this policy is adopted by schools. Where adopted by a school, for "Executive Director" read "Headteacher/Chair of Governors" and for "People Management" read "HR provider".

## Principles

The Council will maintain proportionate but robust recruitment appointment and induction procedures so that all people are treated fairly and equally in line with all relevant legislation.

This policy is based on the following principles and will:

- ensure the fair treatment of all employees, applicants and service users regardless of race, gender, religion, sexual orientation, carer responsibilities, age, disability or offending background.
- actively promote equality of opportunity for all during recruitment by selecting candidates for interview based on their skills, experience and relevant qualifications.
- ensure the council complies with relevant legislation at all times and is responsive to changes in procedures required by government bodies in relation to criminal record checks.

- ensure that all new employees receive a well-managed induction so that they can integrate effectively within the organisation and become engaged in their work.
- ensure appropriate procedures are followed at all times to uphold the safeguarding of vulnerable people and to ensure those who are judged to present a risk of harm are not allowed to work with them.

## Outcomes & Measures

The effective application of this policy and its principles will be determined by the following measures.

OUTCOME	MEASURES
Achieving Council and Service priorities	Service plan and delivery measures
Compliance with current statutory and regulatory requirements	Favourable internal and / or external audit Number of referrals to appropriate external bodies regarding safeguarding of service users
Fair and effective process	Stakeholder feedback Staff survey
Financial Prudence	

## Evaluation and Review

This policy will be evaluated at regular intervals using the outcomes and measures set out above. It will be reviewed in the light of operating experience, changes in legislation, financial constraints facing the Council. Corporate Performance Indicators will be utilised where appropriate to evaluate and implement appropriate action if required.

**September 2014**