

	<p style="text-align: center;">POLICIES AND PROCEDURES</p> <p style="text-align: center;">RECRUITMENT</p>
<p>Implementation Date: March, 2016</p>	<p>Version 4: June, 2022</p>

RECRUITMENT

Perth Autism Support is committed to providing the best possible care and support to the communities it serves, as well as safeguarding and promoting the welfare of children and young people. The organisation recognises that to achieve these aims, it is necessary to attract, retain and recruit staff who will share this commitment.

The Perth Autism Support Recruitment Policy aims to:

- promote best practice, fairness and equity in all recruitment and selection processes
- ensure that the best possible staff are recruited on the basis of qualifications, experience, abilities and suitability for the positions
- ensure that no job applicant is treated unfairly on any grounds, including race, colour, ethnicity, sexual orientation, marital or civil partnership status, disability or age
- ensure compliance with all relevant recommendations and guidance
- ensure that Perth Autism Support meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
- ensure provision of a supportive environment to the whole staff team

This policy applies to all applicants for employment with Perth Autism Support.

All appointments will be made on the basis of merit alone and will be consistent with current employment legislation and Perth Autism Support's Equality and Diversity Policy.

Positive action will be undertaken to encourage application from underrepresented groups within the Perth Autism Support workforce.

VACANCIES

Vacancies will be assessed against business requirements and when approved, will be advertised at least internally. An up to date job profile, including specific job criteria, will be available before vacancies are advertised.

ADVERTISEMENT, APPLICATION AND ACCESSIBILITY

Vacancies will be advertised internally through email, and externally (where appropriate) via the Perth Autism Support website, social media channels, as well as other external recruitment sites, where deemed necessary by the Management Team and Board of Trustees. Reasonable adjustments will be made for those requiring assistance to apply for vacancies and to participate in the selection process.

All applicants for employment will receive a job description and person specification for the role in question.

Perth Autism Support values the benefit diversity and inclusion brings and welcomes information on any reasonable adjustments that can be made to ensure all applicants can fully participate. For example, this may include support to complete forms, extra time for an interview, access to information in different formats, or information sheets detailing the interview/assessment process and general housekeeping. Applicants should contact recruitment@perthautismsupport.org.uk, or phone 01738 451081 and ask to speak to the recruiting Line Manager, to discuss any reasonable adjustments.

Perth Autism Support is a Disability Confident Leader organisation. This means that a disabled person who meets the essential criteria for a vacancy will be offered an interview. Those wishing their application to be considered under the Disability Confident scheme should include in the email/written application - 'My application should be considered under the Disability Confident scheme.'

NB: there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example: in certain recruitment situations such as a high number of applications. In these instances, Perth Autism Support may need to limit the overall number of interviews offered to both disabled people and non-disabled people. In these circumstances, Perth Autism Support will select the disabled candidates who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

SELECTION PROCESS

Following the closing date for receipt of applications, decisions to invite applicants to interview will be carried out by a selection panel comprising of a minimum of two members of the Perth Autism Support Management Team and/or Board of Trustees, one of whom will usually be the Line Manager for the role in question. Panel members will usually also include at least one registered service user and/or parent/carer. Panel members are required to declare any relationship or knowledge of any applicant which might affect their ability to be impartial so that a decision can be made on their continued involvement in the recruitment and selection process.

Interviews will be conducted in a fair and consistent manner, and will be structured and systematic. Applicants will be evaluated against the criteria in the job description and person specification document.

All information on application forms will be treated as confidential and restricted to those directly involved in the recruitment and selection process and its administration.

Interviews will be guaranteed for all disabled applicants who meet the minimum criteria for a job vacancy.

APPOINTMENT

Appointments will only be made after the receipt of two satisfactory written references and following all relevant checks i.e. proof of identify, nationality and right to work in the UK, registrations with relevant regulatory bodies (e.g. SSSC, Care Inspectorate), qualifications, and disclosures where appropriate.

Perth Autism Support advises that anyone appointed to a post involving regular contact with children or young people must be medically fit.

No applicant will be offered employment or a volunteering position involving regulatory work with children and young people before receipt of a clean Protecting Vulnerable Groups check (PVG).

Perth Autism Support is aware of its duties under the Equality Act 2010, and no offer of employment will be withdrawn without first consulting the applicant, considering medical evidence, considering reasonable adjustment and suitable alternative employment.

Feedback will be offered to unsuccessful applicants upon request.

1. Verification of Identity, Address and Qualifications

All applicants who are invited to interview will be required to bring the following:

- Passport and/or
- Birth certificate
- Driving Licence
- A letter from bank, building society or utility bill which shows the applicant's address, dated within the past three months

All candidates must also bring relevant original certificates to interview. If certificates are not provided, Perth Autism Support will contact the awarding body for verification.

2. Applicant Disclosure of Previous Convictions

Some applications for employment with Perth Autism Support will ask candidates to declare any previous convictions. Any information disclosed will be assessed fairly and appropriately.

3. Protecting Vulnerable Groups Check

For all childcare positions, Perth Autism Support requests a Protecting Vulnerable Groups (PVG) check. A PVG check will list all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

It will also reveal whether an applicant is barred from working with children or vulnerable adults or those considered unsuitable to work with children or vulnerable adults. This is in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 Section 8 *Fitness of employees*.

Depending on the role in question, disclosure of some spent convictions will not necessarily discount applicants from being considered for the post. However, serious information, such as a person appearing on the children's list or adults' list of the Protection of Vulnerable Groups (Scotland) Act 2007 would result in that person not being offered employment with Perth Autism Support, as this involves regulated work with vulnerable children.

Should the PVG check reveal that a potential employee is under consideration for listing, the potential employee may be offered an alternative role during the full consideration process. This will be considered on a case by case basis by the organisation's Signatories, who will conduct a Risk Assessment to determine any necessary action whilst the consideration for listing process is carried out. Please see the Perth Autism Support Protecting Vulnerable Groups (PVG) Checks Statement for further information.

4. Checking Professional Registers

Perth Autism Support will check on an applicant's current or past registration with SSSC or any other relevant regulatory body.

The SSSC is able to provide information about applicants to potential employers with regards to:

- Qualifications held by the applicant
- Whether the applicant's registration is subject to any conditions
- Whether the applicant is currently the subject of investigation by SSSC or in the midst of conduct procedures

All applicants who are registered with the SSSC will be asked to bring their certificate of registration to the interview.

5. References

All offers of employment are subject to the receipt of a minimum of two references which are considered satisfactory by Perth Autism Support. One of the references must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known only to the applicant as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role that the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, job title/duties, reason for leaving, performance and attendance record

- Whether there were any concerns of conduct, behaviour or performance throughout the time of employment

Perth Autism Support will only accept references obtained directly from the referee and it will not rely on references provided by the applicant.

Perth Autism Support will compare all references with any information provided by the application form. Any discrepancies or inconsistencies in information will be taken up with the applicant and relevant referee before any appointment is made.

INDUCTION AND ONGOING SUPPORT/TRAINING

All employees of Perth Autism Support will undertake a thorough Induction Process when employment commences. This includes training on Child Protection, policies and procedures, organisational information and details regarding on-going training opportunities throughout employment.

Mandatory training for all staff employed with Perth Autism Support includes:

- Protecting Vulnerable People
- Health and Safety and Risk Management
- Practical Understanding of Autism
- Child Protection
- First Aid
- Food Hygiene and Infection Control
- Duty of Candour
- Fire Safety Awareness

This list is not exhaustive and further mandatory training will be requested of employees if Perth Autism Support recognises the importance of adding this to employees' training records. All training records are updated with date of training completed and date that reaccreditation is required (where applicable).

All employees of Perth Autism Support are required to undertake regular Support and Supervision sessions with their Line Manager throughout each year of employment, as well as an annual appraisal session.

All employees of Perth Autism Support who are required to register with the SSSC and whose registration is subject to a condition must obtain the required qualification within the time period set by the SSSC. Perth Autism Support will support all employees to obtain these qualifications.

RECORD KEEPING

When an applicant is appointed, Perth Autism Support will retain any relevant information provided on the application form and throughout the interview and selection process, including information pertaining to disclosures, references and relevant checks, on their

personnel file. If an application is unsuccessful, all documentation will normally be confidentially destroyed after six months.

Information obtained for equal opportunities monitoring purposes will not be made available to panel members, but will be used to monitor recruitment practices in line with Perth Autism Support's Equality and Diversity Policy.

Perth Autism Support has followed the guidelines within the Scottish Government's "Safer Recruitment through Better Recruitment" document and aims to ensure that:

- All legal and regulatory requirements are met
- Potential applicants are aware of the employer's commitment to the welfare of vulnerable people
- Employers are satisfied that each candidate has demonstrated their suitability for the post
- Employers are satisfied as far as possible at each stage of recruitment and selection process that the candidate is safe to practice
- Employers are satisfied as far as possible at each stage of recruitment and selection process that the best candidate(s) have been selected to progress to the next stage
- Employers are satisfied of the candidate's identity, qualifications and registration status

RECRUITMENT COMPLAINTS

Complaints about the conduct of a recruitment and selection process will be investigated through the procedure outlined in the Perth Autism Support Complaints Policy.

POLICY AND REVIEW

Version:	Date of Issue:	Reviewed By:
1	March, 2016	Angie Ferguson
2	March, 2018	Teri Turnbull
3	February, 2019	Teri Turnbull
	June, 2022	Teri Turnbull