

Recruitment Policy

Policy Owner	Jacqui Land
Applies to	All recruitment activity across the Group.
Superseded Documents	May supersede local policies from previous owning organisations where a transfer to The Aurora Group has taken place and/or previous versions of the Aurora Policy.
Associated Documents	ATS and People Systems, Processes, Procedures and Forms related to each area this policy covers.
Review Frequency	Every three years unless changes to employment law or working practices within the Group require an additional review
Date of Implementation	February 2018

Policy Impact Assessment to be completed by Quality & Governance	
Impact Assessor	
Date	
Policy Objective	To provide clarity on the Company's position in relation to managing recruitment and onboarding
Policy Impact Neutral/High/Low	

<p>Will this policy impact on any individual with a protected characteristic?</p> <p>i.e. age, disability, gender, sexual orientation, race, maternity/paternity, marriage/civil partnership, gender reassignment, religion and belief?</p> <p>Yes</p>

<p>Justification for any discrimination, either positive or negative if applicable:</p> <p>There may be occasions when protected characteristics would have a direct impact on the ability for an individual to carry out a role applied for and objective criteria will therefore need to be applied to decision making of suitability. There may be occasions where a protected characteristic means employment legislation provides a requirement for someone to be considered first over other suitable candidates.</p>
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1 Introduction

The Safe recruitment of employees and workers in all roles across the Aurora Group is the first step to safeguarding and promoting the welfare of children and young adults in education and care

1.1 Purpose

1.1.1 The Aurora Group acknowledges the importance of ensuring a fair and consistent, and robust approach to the recruitment and selection of staff. The purpose of this policy is to set out our approach to recruitment and selection and our commitment to equality and fairness and compliance with all legislative and regulatory requirements, ensuring Safer Recruitment practice and process at all times.

1.1.2 Effective attraction, recruitment and onboarding enables the right people to be appointed which in turn contributes to improved retention and therefore an experienced, high quality and performing staff team, enabling the company to achieve their goals.

1.1.3 The Aurora Group recognises the importance of having the right people in the right roles in order to ensure that the quality of service that the company is recognised for is maintained.

1.2 Legal Framework

Employment Rights Act 1996; Equality Act 2010; ACAS code of good practice, Keeping Children Safe in Education (2019), Data Protection Act, Rehabilitation of Offenders (1974) (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and requirements of the Disclosure and Barring Service (DBS)

2 Scope

2.1 This policy applies to all recruitment and onboarding activity across the Group including all services and central functions and applies both to external and internal activity.

2.2 For simplicity, throughout this policy we will refer to "Aurora" and this means all of our services/provisions and central office and all of our employees and workers as described in 2.1.

2.3 This policy and any associated processes and procedures are not contractual and confers no legal rights upon the employee or worker. Aurora may amend this policy at any time without notice or consultation but will always seek to ensure that everyone is aware of any updated versions as they are implemented

3 Policy Statement

The Aurora Group is committed to ensuring the best possible environment for the children, young people and adults. Safeguarding and promoting their welfare and enabling them to achieve are our highest priorities.

We aim to recruit only those who share and understand our commitment and to ensure that no job applicant is treated unfairly, that all legislation and regulatory requirements are followed whilst at the same time ensuring that every stage of the recruitment and onboarding process allows the best possible opportunity to filter out unsuitable candidates.

3.1 It is the Aurora policy:

- 3.1.1 to ensure the effective running of Aurora through smooth and timely filling of vacancies using a range of recruitment tools and techniques applicable to the role
 - 3.1.1.1 Aurora actively encourages applications from friends and family of current and previous employees. Appropriate working pattern and line management restrictions will be applied where relevant.
- 3.1.2 that the best possible candidates are recruited on the basis of their merits, abilities and suitability for the position
- 3.1.3 where a vacancy creates an opportunity for progression and/or promotion internal candidates will be considered as a priority. This will support retention and succession planning
- 3.1.4 to ensure that all job applicants are considered equally and consistently
- 3.1.5 to ensure that no job applicant is treated unfairly
- 3.1.6 to ensure compliance with all relevant legislation, recommendations and guidance
- 3.1.7 to ensure that Aurora meets its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

4 **Associated Documentation**

This policy must be read in conjunction with the related and detailed Recruitment Guide and Onboarding Guide. These documents provide the step by step procedural requirements from the beginning of the recruitment process through to the commencement of employment and include links to the relevant ATS and HR systems requirements. It is essential that these guides are followed in their entirety.

5 **Roles and Responsibilities**

5.1 **Implementation.**

Implementation of this policy and application of the related guides and procedures are the responsibility of all those involved in the recruitment and onboarding process. Relevant senior management/leadership will have specific responsibilities for approvals and budget adherence and local/central HR Administrators will have responsibility for managing the recruitment and onboarding processes. Recruiting managers and HR Admin will have responsibility for the shortlisting and selection process. Additional responsibilities for maintenance of quality and accuracy of standard documents such as advert templates will be the responsibility jointly between HR and Marketing. The Governance team, Central HR and Senior Line Management will have responsibility for auditing adherence to the policy in line with all legislative and regulatory requirements and Aurora standards.

5.2 **Support, Advice, and Communication**

If the reader requires support or advice regarding any element of this policy, they should speak to their manager or contact their local HR team for supporting procedural documents and guidance. The Central Recruitment and HR Team will support with related recruitment activities and provide specialist advice and input where needed.

6 **Review**

This policy is reviewed as part of the normal annual cycle of review but may be subject to additional review if the company adopts a different position in relation to any of the statements made and/or legislation requires a change.