

Snowsport England Recruitment Policy for Staff

Purpose

Snowsport England recognises our staff are fundamental to our success. We therefore need to be able to attract and retain staff of the highest calibre and a professional approach to recruitment is essential to do this. We also follow safe recruitment practice to safeguard the children and adults at risk we work with.

This policy will provide a sound framework for the recruitment and selection of staff which will also meet the requirements of the Equality Act 2010 and other relevant employment legislation.

Scope

This policy is applicable to all staff recruitment except temporary staff. There is a separate policy for volunteer recruitment. It is essential it is followed by everyone recruiting staff.

Core Principles

Snowsport England will seek to recruit the best candidate for the job based on merit. We wish to encourage recruitment of staff from under-represented groups and may take account of “positive action” initiatives that are lawful under the Equality Act 2010, encouraging applicants from people who share a protected characteristic including race, gender and disability.

All documentation relating to applicants will be treated confidentially and in accordance with the Data Protection Act 2018.

Recruitment

An evaluation of the need for the role against Snowsport England’s strategic plans and budget will be carried out. The Board or CEO will authorise recruitment for the role.

Job Description and Person Specification

A job description that accurately reflects elements of the post will be produced. The person specification will state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience required for the job. Care will be taken not to indirectly discriminate against certain groups of applicants.

Advertising

As a minimum, posts will be advertised on the Snowsport England website and UK Sport website. Posts will usually also be advertised on LinkedIn and other appropriate sites. Snowsport England will aim to advertise posts for a minimum of 2 weeks and longer where possible. The interview date/s will usually be given on the advertisement.

DBS

Snowsport England is committed to safeguarding and protecting all children, young people and adults at risk and expects our employees to share this commitment.

Snowsport England currently only carries out DBS disclosures for roles that are “Regulated Activity”¹. Where a DBS disclosure is to form part of the recruitment process (ie the role is Regulated Activity),

¹ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

all job adverts and job descriptions will state that a satisfactory DBS will be required². We will ask applicants to declare all convictions and cautions that are spent or unspent, but not protected or filtered¹. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover, to the CEO and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. We will notify all potential applicants of the potential effect of a criminal record history and will discuss the content of the Disclosure with the applicant before withdrawing any offer of employment. Snowsport England complies with the DBS Code of Practice³ and will make available a copy to anyone who requests it”.

All recruiters must be aware of the roles that require a DBS. Please note it is a **criminal offence** to apply for a DBS if Snowsport England is not legally entitled to.

All job adverts for positions in Regulated Activity, thus requiring a DBS must include the following wording:

- *The successful candidate will be required to undergo an Enhanced DBS with relevant barred list check*

All job descriptions for positions in Regulated Activity, requiring a DBS must include the following wording:

- *The role you have applied for Regulated Activity, and subject to an Enhanced DBS disclosure with barred list check for working with children. If you are invited for interview, you will be required to declare all spent or unspent convictions and cautions, but not any that are protected or filtered. If you are invited to interview and have any information to disclose, please provide this under separate, confidential cover, to the Snowsport England CEO maggie@snowsportengland.org.uk. If you wish to discuss your criminal record, or whether you need to disclose something, please contact the Snowsport England Safeguarding Lead welfare@snowsportengland.org.uk. Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature and circumstances of the offence. We undertake to discuss your criminal record with you before any withdrawal of a job offer. Snowsport England complies with the DBS Code of Practice and a copy is available on request.*

Applications and Shortlisting

Applications will be required in writing, either by submission of a CV or completion of an application form.

Shortlisting will be carried out by a minimum of 2 people to avoid any possibility of bias. Notes of the shortlisting decisions for each candidate should be recorded by a panel member. Shortlisted candidates will be provided with details of the selection process including tests or presentations required, in writing giving as much notice as possible.

Selection and Interview

All candidates will be assessed objectively against the selection criteria in the person specification. In accordance with the Equality Act 2010, shortlisted candidates will be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so they are able to participate fully in the interview process. As much notice as possible will be given to applicants selected for interview. Interviews will be carried out by a minimum of 2 people. Consideration should be given to

² [DBS filtering guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

³ [Revised Code of Practice for Disclosure and Barring Service Registered Persons \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

how best to convey a positive message during interview, as interviews are a two-way process. Interview questions and the structure of the interview will be consistently applied to all candidates and will be based on the person specification. Notes of the salient points of the interview should be taken so they can be referred back to when assessing candidates and making decisions.

Unsuccessful Candidates

Unsuccessful interview candidates will be dealt with courteously and sensitively and as a minimum will receive telephone or written notification of the outcome of the selection process in a timely manner. Where possible, if requested, individual feedback to candidates interviewed will be provided. Snowsport England will aim to notify other unsuccessful candidates via e mail (if provided) within 4 weeks of the closing date. Individual feedback will not usually be given to candidates not selected for interview. Application forms for unsuccessful applicants will be disposed of by secure means within 6 months of receipt.

Referees

At least 2 written references will be taken up for the successful candidate and the offer of employment will be subject to satisfactory references and DBS disclosure (if applicable). Where possible at least one reference must be from the applicant's current or last employment. Checks should be made to ensure the references are genuine and being sent by the person named as referee. Snowsport England notes that some previous employers will no longer provide references and may only confirm the dates a former employee worked for them.

Offer of Employment

A verbal offer of employment will be made as soon as possible. A written offer of employment will be made on receipt of satisfactory references and DBS disclosure, or if the offer is made prior to receipt, will state it is "subject to satisfactory references, DBS disclosure, checks of qualifications, right to work in the UK" (where applicable). All offers of employment should be subject to a 6-month probationary period.

Induction

It is important to provide a full induction for the new employee. Once the employee has accepted the offer of employment and a start date agreed, their Line Manager should prepare a comprehensive induction programme. This will include verification of their identity and right to work in the UK; an overview of the organisation; issue of their laptop/equipment; the staff handbook including holiday and sickness arrangements, our policies including Disciplinary, Complaints, Grievance, Safeguarding Policies, Whistleblowing, Code of Conduct, Anti-bullying etc; how to access the HR portal, shared drives and other databases; introduction to other staff members; a safeguarding induction with the Safeguarding Lead and other information relevant to their role.

Probationary Period

All new appointments will be subject to a 6-month probationary period.

Interview Expenses

Where candidates are invited to attend for interview, they are responsible for paying their own travel expenses and it is Snowsport England's policy not to pay for, or contribute towards, these costs.



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