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| <b>Responsible Person</b> | <b>Chief Operating Officer</b>  |
| Function                  | Human Resources   |
| Date Agreed               | June 2023   |
| Review Date               | June 2024   |
| Version No.               | Version 2   |
| Supporting Documents      | <ol style="list-style-type: none"> <li>1. House of Bishop's Policy &amp; Practice Guidance</li> <li>2. Cathedral's Recruitment/Selection Procedure</li> <li>3. Induction Procedure</li> <li>4. Staff and Clergy Safeguarding Training policy</li> <li>5. Probation Procedure</li> <li>6. Safer Recruitment and People Management Guidance 2021</li> <li>7. Recruitment of Offenders Policy</li> </ol> |

## **STAFF RECRUITMENT AND SELECTION POLICY**

### **1. Introduction**

- 1.1. This Policy, and its supporting documents, (listed above), cover the activities that form the Cathedral's recruitment and selection process including decision making responsibilities at each stage of the recruitment process.
- 1.2. For this policy, and its supporting procedures, to be effective, it is essential for any employee who is involved in any aspect of the recruitment and selection of staff, is aware and familiar with these documents and, where appropriate, has completed the safer recruitment and people management safeguarding training course.

### **2. Responsibility**

- 2.1. Responsibility for the overseeing and coordinating the recruitment and selection process sits with Chief Operating Officer (COO).

### **3. Scope**

- 3.1. The scope of this policy relates to the recruitment of all staff but excludes the recruitment of volunteers and members of the clergy as they have their individual policies and procedures to follow.

## 4. Policy

- 4.1. The Cathedral will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions.
- 4.2. The Cathedral will promote best practice in recruitment and selection and is committed to the safeguarding and protection of all children, young persons and vulnerable adults.
- 4.3. The Cathedral will adhere to safer recruitment legislation, guidance and standards, responding positively to changing understanding of good safer recruitment practice. To this end the Cathedral has adopted the principles of safer recruitment as set out in the Safer Recruitment and People Management Guidance 2021.
- 4.4. The Cathedral will comply with Section 122 of the Police Act 1997 and undertakes to treat all applicants with a criminal record fairly in accordance with the Rehabilitation of Offenders Act 1974, (**see Recruitment of Offenders Policy**). The responsibility for reviewing blemished records lies with the COO supported by the Cathedral Safeguarding Officer (CSO).
- 4.5. All recruitment and selection procedures and decisions will reflect the Cathedral's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion or belief, physical impairment, gender reassignment, sexual orientation, political opinions or criminal record.
- 4.6. The Cathedral will ensure that all individuals involved in the recruitment process receive appropriate training and guidance on this policy and supporting procedures.

5. **Job Description/Person Specification (JD/PS)** - Every position will have a job description/person specification (JD/PS) and every JD/PS will be assessed with regards to determining whether the post is to be subject to a Disclosure and Barring Service (DBS) check. The responsibility for assessing each JD/PS with regards to a DBS check lies with the line manager in conjunction with the CSO. Further information on the production/review of JD/PS's is contained within the Recruitment/Selection Procedure.

6. **Roles requiring a DBS check** –Existing roles have already been assessed and are set out in the attached **Appendix A** with the level of check required. All new roles must also be assessed by the CSO, and, where assessed as requiring a DBS, they will be added to the Appendix. Where roles require an enhanced DBS all applicants will be sent along with the application form, a copy of the Confidential Declaration form and Privacy Notice which applicants must complete and submit separately to the HR Administrator. This form must be kept confidential and kept separate from the application form. It will not be shared with anyone other than the CSO who is responsible for reviewing the form with regards to blemished records. Full details on the DBS process are to be found in the DBS procedure document.

## 7. Advertising

- 7.1. Where a DBS check has been determined for a role, all job adverts must include the appropriate level of DBS check required and set out Rochester Cathedral's commitment to safeguarding.
- 7.2. The Cathedral will advertise all vacant positions to current staff and will place the advert on the Cathedral's website. However, in some instances it may also choose to advertise the position more widely. The responsibility for the decision to advertise more widely will be taken by Chapter who will take into account any budgetary constraints at the time.
- 7.3. In certain circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from Chapter. In demonstrating that advertising should be waived, the assessment will need to

show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

## **8. Applications and Shortlisting**

- 8.1. All vacancies require a Recruitment Application Pack to be produced. This pack will contain key information relevant to the post and along with the JD/PS. Responsibility for the production of the pack lies with the line manager for the post with support from the HR Administrator who will provide/use the current approved template.
- 8.2. All potential candidates must complete and submit an application form as CV's will not normally be accepted.
- 8.3. Shortlisting will take place as soon as possible after the closing date for applications. Responsibility for shortlisting lies with the line manager supported by members of the Interview panel and the HR Administrator where appropriate.
- 8.4. All applicants, successful, or unsuccessful, must be notified of the decision made in respect of their application by phone or email.
- 8.5. Further information on this part of the process is contained with the Recruitment/Selection procedure which can be accessed through the Intranet folder on the shared drive.

## **9. Selection (Assessment and Interviews)**

- 9.1. The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as, tests, case studies, presentations and/or other job-related exercises as appropriate for the job. For musicians this may also include an audition. For tests of any sort, candidates must be advised prior to the interviews.
- 9.2. **Interview Panels** – Interview Panels must have a minimum of two people, one of whom should be the line manager for the position on offer. All interview panels must include at least one member of the Panel who has undergone the Safer Recruitment Safeguarding training within the last three years, be competent in interviewing and possess the appropriate expertise to assess the candidates competencies in the role.
- 9.3. Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively and will also cover areas of safeguarding. Candidates will be assessed consistently against the criteria. All offers of employment will be made on merit following the selection process as outlined above.
- 9.4. **Right to Work Checks** - All candidates for an interview will be asked to provide, at the interview stage, documentary evidence of their identity (e.g., passport or driving licence etc) and documentary evidence of their right to work in the UK. In addition, they will be asked to provide original copies of a bill with their home address and dated within the last three months. These documents must be originals. A scan of the accepted documents will be taken and placed on file.

## **10. Appointing New Employees**

- 10.1. Before finalising an offer, two satisfactory references (which may be taken at any stage of the process), must be obtained, along with the completion of a work health assessment, and confirmation of the individual's right to work in the UK (see para 9.4 above). For roles requiring a DBS check, the offer will also be subject to a satisfactory DBS check and a check of essential qualifications. These conditions must be made clear at the outset of the recruitment process.

10.2. **Contract of Employment** - All employees will be issued with a contract of employment using the appropriate template provided by RBS Mentor. Contracts can be on a permanent, fixed term or on a 'worker' basis. The contract must be signed off by the COO.

## 11. Probation

11.1. All new employees must successfully complete a 3 or 6-month probationary period. Responsibility for ensuring that the procedures for the probation are followed lies with the line manager. Further information on this process is set out in the Probation Procedure document which can be accessed via the Intranet folder on the shared drive.

## 12. Induction

12.1. Line Managers are responsible for putting together an induction programme for new members of staff to help them become familiar with their role and the Cathedral ways of working. This must include time for the newcomer to undertake the required level of mandatory safeguarding training for their role. Further information on this is set out in the Induction Procedure document and the Staff and Clergy Safeguarding Training policy, both of which can be accessed via the Intranet folder on the shared drive.

## 13. Data Protection/Confidentiality

13.1. Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

## 14. Complaints

14.1. The Cathedral strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application.

14.2. Where a candidate is dissatisfied with the handling of their application, candidates should address their complaint to the COO.



Signed .....

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The Dean

Dated: 03 July 2023

## Levels of DBS Required for Employees as at 1 July 2023

| Job Title                              | No DBS | Basic DBS | Standard DBS | DBS Enhanced with Children Workforce | DBS Enhanced with Adult Workforce | DBS Barred list |
|--|--------|-----------|--------------|--------------------------------------|-----------------------------------|-----------------|
| Assistant Gardener                     |        |           |              |                                      |                                   |                 |
| Assistant Verger                       |        | ✓         |              |                                      |                                   |                 |
| Asst. Director of Music                |        |           |              | ✓                                    |                                   | ✓               |
| Café Assistant                         |        |           |              |                                      |                                   |                 |
| Cathedral Safeguarding Officer         |        |           |              | ✓                                    | ✓                                 | ✓               |
| Chief Operating Officer (COO)          |        |           |              | ✓                                    | ✓                                 | ✓               |
| Choir Librarian                        |        |           |              |                                      |                                   |                 |
| Choral Animateur                       |        |           |              | ✓                                    |                                   | ✓               |
| Cleaner                                |        |           |              |                                      |                                   |                 |
| Commercial and Marketing Manager       |        |           |              |                                      |                                   |                 |
| Dean's Verger                          |        |           |              |                                      |                                   |                 |
| Deputy Lay Clerks                      |        |           |              |                                      |                                   |                 |
| Director of Music                      |        |           |              | ✓                                    |                                   | ✓               |
| Learning Assistants                    |        |           |              | ✓                                    |                                   | ✓               |
| Learning Manager                       |        |           |              | ✓                                    |                                   | ✓               |
| Estates Manager                        |        |           |              |                                      |                                   |                 |
| Events Manager                         |        | ✓         |              |                                      |                                   |                 |
| Events Officer                         |        | ✓         |              |                                      |                                   |                 |
| Events Team assistants                 |        |           |              |                                      |                                   |                 |
| Facilities and Maintenance Asst        |        |           |              |                                      |                                   |                 |
| Finance Manager                        |        |           | ✓            |                                      |                                   |                 |
| Finance Officer                        |        | ✓         |              |                                      |                                   |                 |
| Fundraising Administrator (Trust)      |        |           |              |                                      |                                   |                 |
| Fundraiser (Gardens Project)           |        |           |              |                                      |                                   |                 |
| Governance & Compliance Officer        |        |           |              |                                      |                                   |                 |
| Head Gardener                          |        |           |              |                                      |                                   |                 |
| Head of Administration                 |        |           |              |                                      |                                   |                 |
| Head of Operations                     |        |           |              |                                      |                                   |                 |
| Head Verger                            |        | ✓         |              |                                      |                                   |                 |
| Heritage Officer                       |        |           |              |                                      |                                   |                 |
| Hospitality & Café Supervisor          |        | ✓         |              |                                      |                                   |                 |
| HR Administrator                       |        |           |              |                                      |                                   |                 |
| Office Administrator                   |        |           |              |                                      |                                   |                 |
| Office Administrator (Liturgy & Music) |        |           |              |                                      |                                   |                 |
| Principal Lay Clerk                    |        |           |              |                                      |                                   |                 |
| Visitor Services Assistant             |        |           |              |                                      |                                   |                 |
| Visitor Services Supervisor            |        | ✓         |              |                                      |                                   |                 |
| Volunteer Manager                      |        |           |              |                                      | ✓                                 |                 |