

Recruitment Policy

It is the Company's policy that line managers are responsible for the recruitment of new employees. Line managers should always keep the CEO and Director of Business Operations and Engagement up to date regarding future recruitment intentions.

Where there is a need to recruit a new employee into the Company, the following procedure should be followed:

1. Recruitment Approval

The Line Manager should first discuss this with the CEO to determine the scope of need and ensure it is approved by the CEO. This includes:

- an up-to-date job description and person specification
- financial implications
- advertisement wording and proposed medium
- estimated advertising costs

The Line Manager should first consider and discuss with the CEO the most appropriate place(s) to promote the vacancy or whether an approved employment agency should be used. Particular attention should be given to our commitment to a diverse workforce and inclusive recruitment practice including language used in the job description, person specification and advert and where the vacancy is promoted and shared.

Where recruitment is planned to fill a vacancy created by a leaver (other than on redundancy grounds), approval will normally be granted automatically. If the post is new or upgraded, the CEO will need to be satisfied that it can be justified.

2. Recruitment Administration

If approved, the Director of Business Operations and Engagement will deal with the necessary recruitment administration, including placing advertisements, arranging interviews, etc. As an alternative to, or in addition to, specifying a closing date for applications, it may state in the advertisement that the application process will close once a pre-defined number of applications have been received (and any received outside this limit will not be considered) or a suitable candidate found prior to the application closing date.

3. Application Handling

Applications will normally be returned to the Director of Business Operations and Engagement or the approved recruitment agency, who will anonymise and save the applications without personally identifying information and make them available to those responsible for shortlisting after the closing date. If the Director of Business

Operations and Engagement is involved in the shortlisting process, applications will be returned to another designated member of staff not involved in shortlisting for anonymisation.

4. Shortlisting and Selection

Selection of candidates for interview must be decided jointly by the Line Manager and another nominated member of staff relevant to the role. Shortlisting, interviewing and selection must always be carried out without regard to sex, civil partnership or marital status, sexual orientation, gender reassignment, pregnancy or maternity, race, colour, nationality or ethnic or national origins, religion or belief or age.

Applicants who have a disability must not be excluded from consideration unless it is evident that they do not meet the essential criteria outlined in the person specification, and it is reasonably determined that they would still be unable to meet those criteria even with reasonable adjustments to the work environment, role requirements, or organisational practices.

Active Lincolnshire is committed to ensuring that disabled applicants are not placed at a disadvantage and that reasonable adjustments are made in accordance with our legal obligations under the Equality Act 2010 and our EDI policy. Reasonable adjustments should also be made to the recruitment process to ensure that no applicant is placed at a substantial disadvantage because of their disability compared with non-disabled applicants.

5. Interviews

All interviews must be conducted by the Line Manager and at least two other members of staff or board. Attention must be given to the diversity of the interview panel. Panel members should, wherever possible, be trained in inclusive recruitment and unconscious bias.

6. Job Offers

All offers of employment, whether written or verbal, must have the prior approval of the CEO. No offer should be made during or at the end of the interview.

7. Internal and External Advertising

It is the Company's policy that all vacancies will be advertised internally (by posting on the Company's website) as well as externally, and existing employees are to be encouraged to apply for vacant posts if they have the requisite skills, qualifications, and experience.

8. Recruitment Principles

The Company always aims to recruit the person who is most suited to the post. Recruitment must be solely based on the applicant's abilities, qualifications, experience, and merit as measured against the job description and person specification.

The guidelines in the Company's Equal Opportunities Policy must be followed at all stages of recruitment and selection. Line managers conducting recruitment interviews must ensure that questions asked of job applicants are in no way discriminatory or personally intrusive. The interview should focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively.

9. Interview Records

Interview notes and scoring must be made and passed to the Director of Business Operations and Engagement where they will be retained for a suitable period.

Selection testing will be used as part of the recruitment process only with the prior approval of the CEO. Any test used must have been validated in relation to the post and be conducted by a suitably trained person. Reasonable adjustments should be made to any selection testing process to ensure that no applicant is placed at a substantial disadvantage because of their disability.

10. Feedback

While we do not routinely provide feedback to unsuccessful external applicants, we may do so upon request, particularly following an interview. Feedback will be provided where necessary to internal candidates to assist with their personal and career development.

11. References

It is the Company's policy to seek at least two written references, one of which must be from a previous employer (or, if this is the prospective employee's first job, their school teacher or higher or further education lecturer), and to ask for documentary proof of qualifications and eligibility to work in the UK.

Any offer of employment must be conditional on this documentation being satisfactory to the Company. Before references are taken up, the prospective employee's consent should first be sought.

12. Verification

The Company may also take steps to verify any of the information provided on the prospective employee's CV or in their application form. In this case, the Company will

explain to the prospective employee in advance the nature of its verification process and the methods to be used to carry it out, including details of any external sources that will be used.

Where it is necessary to secure the release of documents or information from a third party, the prospective employee's consent should first be sought. If any verification checks produce discrepancies, the prospective employee will be given the opportunity to make representations and provide an explanation before any decision is taken to withdraw a conditional offer of employment.

Where a prospective employee has provided website links on their CV or in their application form to their social media or personal website pages, the Company may check these links once an offer of employment is about to be made. Until that stage, however, these links will be disregarded in the recruitment process.

13. Data Protection

Active Lincolnshire is committed to complying with data protection laws, including the UK GDPR. Personal data collected during the recruitment process is processed for the purpose of assessing suitability for employment, fulfilling legal or contractual obligations, and maintaining recruitment records. All candidate data will be retained for a maximum of 6 months after the recruitment process concludes, unless required for safeguarding purposes or where legal obligations apply.

All information relating to criminal convictions will be handled in accordance with data protection laws and only shared with those directly involved in the decision-making process.

14. Right to Work

All offers of employment are subject to candidates providing original documentation confirming their legal right to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006.

15. Interview Expenses

Where candidates are invited to attend for interview, they are responsible for paying their own travel expenses. If expenses relating to travel for the interview process will constitute a barrier for candidates, they can request reimbursement for mileage or purchase of travel via public transport via the contact listed on the job advert.

Safer Recruitment

Pre-recruitment Procedures

The following pre-recruitment procedures must always be followed:

Advertising

If any form of advertising is used to recruit staff/volunteers, it should reflect the:

- Aims of the Active Lincolnshire and where appropriate, the programme involved
- Responsibilities of the role
- Level of disclosure the post will undertake
- Level of experience or qualifications required experience of working with children is an advantage
- Active Lincolnshire's open and positive stance on welfare.

Pre-Application Information

When an application process is used, pre-application information will be sent to interested or potential applicants and will contain:

- Job Description including roles, responsibilities and is subject to DBS clearance
- A person specification – for example stating qualifications or experience required
- An application form
- Equal opportunities form
- Information on Rehabilitation of Offenders Act 1974
- Receive appropriate and relevant Safeguarding training as part of their induction process
- Notification that screening through the Disclosure & Barring Service (DBS) will be conducted if appropriate and will be subject to the appropriate clearance from the DBS
- Consent from the applicant for the DBS check to be made if appropriate.

Disclosure & Barring Service (DBS) checking policy

Reviewed July 2025

It is important that people with a history of relevant and significant offending are prevented from contact with or having responsibility for young people and adults at risk and do not have the opportunity to influence policies or practice in relation to them. DBS checks can assist with safeguarding young people and adults at risk at the point of recruitment; however Active Lincolnshire acknowledge that offending can be undetected for years if checks are not maintained and information protocols not in place.

All Active Lincolnshire staff/volunteers whose role includes direct contact with young people or adults at risk during regulated activity must have a DBS check carried out through Active Lincolnshire every 3 years.

'Regulated activity' is defined by the Independent Safeguarding Authority (ISA) as any activity that is frequent (once a month or more) or intensive (takes place on three or more days in a 30-day period).

Convictions

As an organisation committed to safeguarding, equity, and inclusion, Active Lincolnshire recognises the value that people with diverse life experiences bring to our work. We actively promote fair and inclusive recruitment practices and support the rehabilitation of ex-offenders.

Our Commitment

- We will not unfairly discriminate against any applicant based on a criminal conviction or other information disclosed during the recruitment process.
- We are committed to the fair treatment of all applicants and employees, regardless of background, including those with criminal records.
- Having a criminal record will not automatically bar someone from working with us. This will depend on the nature of the role and the circumstances, and the relevance of the offence.

DBS and Risk Assessment

We only request a Disclosure and Barring Service (DBS) check to see where it is both proportionate and relevant to the position. Where a DBS check is required, we follow robust, transparent procedures to assess disclosed information fairly and consistently. We carry out risk assessments based on structured criteria including seriousness, relevance, recency, and evidence of rehabilitation.

Confidentiality

All information relating to criminal convictions is handled in accordance with data protection laws and only shared with those directly involved in the decision-making process.

Applicant Support

All applicants are encouraged to share any relevant convictions during the conditional offer stage. We will treat this information with discretion and provide an opportunity for individuals to explain the context and circumstances.

Compliance and Transparency

This statement aligns with guidance from the Ministry of Justice and the DBS Code of Practice. A full copy of our Safeguarding and Safer Recruitment Policy is available on request.

DBS Eligibility Guidance and Role Checklist

Purpose

This document helps to determine the correct level of DBS check (if any) required for different roles at Active Lincolnshire, considering access to vulnerable groups, financial responsibilities, data sensitivity, and safeguarding of staff and partners.

Overview of DBS Check Types

Level of Check	What It Covers	When It's Used
Basic	Unspent convictions only	For roles with general responsibility but no regular access to at risk groups or sensitive data
Standard	Includes spent and unspent convictions, cautions, reprimands, warnings	For roles involving sensitive data, financial authority, or oversight
Enhanced	Everything in Standard + check against children's and/or adults' barred lists (if eligible)	For roles with direct and frequent contact with children or adults at risk

Use the GOV.UK tool to confirm eligibility: <https://www.gov.uk/find-out-dbs-check>

DBS Role Eligibility Checklist

Role Title	DBS Level	Rationale
CEO / Senior Leadership	Standard	Access to sensitive strategy, safeguarding oversight, financial authority
Safeguarding Lead	Enhanced (with Children's Barred List)	Regular contact with children and key safeguarding role
Finance Manager / Officer	Basic or Standard	Responsible for cash flow, accounts, and financial data
Project Delivery Officers	Enhanced or Standard	May engage directly with programme participants, including children
Board Members / Trustees	Basic	Governance and strategic oversight
EDI or Welfare Officers	Standard	Access to sensitive personal data, potential safeguarding function
Administrative Support	Basic	Office-based, may handle confidential data
Volunteers (in regulated activity)	Enhanced	If role includes regular unsupervised contact with vulnerable groups

How to Use This Guide

Audit job descriptions: Identify any roles with access to

Children or adults at risk
Financial authority or sensitive data
Strategic or safeguarding duties

Apply the matrix:

Use the eligibility checker and table above to determine the appropriate level.

Document your decision:

Keep a record of why a check was or was not applied, for audit purposes.

Review regularly:

Re-assess DBS levels:

When a role's duties change significantly
At the point of recruitment
As part of role risk reviews

Manager Flowchart (Simplified)

Does the role involve...

Regular unsupervised contact with children/adults at risk? Enhanced check
Supervised or occasional contact with children/adults at risk? Standard check
Access to finance, sensitive personal data, or safeguarding information? Standard check

None of the above? → No DBS check required

Application Forms

All applicants, whether for paid, voluntary, full-time, or part-time positions must complete an Active Lincolnshire application form, for staff or volunteers. These forms will elicit the following information:

- Name, Address, National Insurance Number, other photo identification to confirm identity
- Relevant experience, qualifications, and training undertaken
- Any criminal record
- Whether the applicants are known to any social services department as being an actual or potential risk to young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences, or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people (previous employer)
- Any former involvement or working with children.
- The applicant's consent, if appropriate, to a DBS check being undertaken
- The applicant's consent to abide by the Organisation's Child Protection and Safeguarding Policy and the Code of Ethics and Conduct appropriate to the position sought (e.g. coach, official etc).

The form will also state that failure to disclose relevant information or any subsequent failure to conform to the Code of Ethics and Conduct (Appendix G) will result in disciplinary action and dismissal From Active Lincolnshire.

Checks and References

For all staff/volunteers aged 18 and over (at the time of commencement of work For Active Lincolnshire) a minimum of two written references must be taken up and if possible, at least one should be associated with former work with young people. Written references should always be followed up and confirmed by telephone. If an applicant has no experience of working with young people, appropriate training will be provided by Active Lincolnshire.

All staff/volunteers aged 18 and over (at the time of commencement of work for Active Lincolnshire) will be subject to an enhanced DBS check if appropriate.

When it becomes known that a potential staff member/volunteer has a criminal record, the Active Lincolnshire procedure for "Recruitment and Retention of Staff and Volunteers with Criminal Records shall be followed.

Volunteers under the age of 18 (at the time of commencement of work for Active Lincolnshire), will not be required to undergo a DBS check or have reference taken, but MUST be always supervised by a member of staff/volunteer over the age of 18, who has been DBS checked and MUST NOT be left in sole charge of children at any time.

If a member of staff/volunteer becomes 18 years old whilst working for Active Lincolnshire, a DBS check should be undertaken, and references should then be Sought if appropriate.

DBS check forms and information contained will be stored with the greatest of care And access will be limited to authorised personnel only.

Interview and Induction

It may or may not be appropriate, depending upon the circumstances, to conduct a formal interview. If it is, the interview will be carried out according to acceptable protocol and recommendations.

Each member of staff/volunteer will undergo an Active Lincolnshire induction process, in which:

- Relevant qualifications will be substantiated (e.g. as a coach or official)
- They complete a competency profile to identify training needs and aspirations
- They sign up to the organisation's Code of Ethics and Conduct (Appendix G)

- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- They sign up to the organisations child protection policy and procedures, which will be explained fully.

DATE	REVIEWED BY	SIGNIFICANT CHANGES
July 2025	Clare Williams (DOBOE)	Updated with Accessible and Inclusive language. Job title consistency. Numbering and structure, improvements to the feedback policy, added notes on GDPR, Right to Work, Interview Panel Guidance and overall language and time. Job roles altered. Added Statement on the Recruitment of Ex-Offenders & DBS Eligibility Guide
July 2023	Lindsay Parker (FAB)	Removed references to Recruitment Authorisation Form Added in anonymisation process. Added in statement about reimbursement of interview expenses for candidates if it is a barrier.
April 2022		