Planning

Clarify case for new appointment, position within the organisation, & management and supervision arrangements

Consult CSSA Policy and Practice Guidance regarding recruitment to determine level of DBS Disclosure required, if any, and other safeguarding considerations

> Develop Job Description, Person Specification and Application Form for the role.

Advertise, as required and ensure applicants are notified that the following will be required:

- 1. Verification of identity at or after interview
- 2. At least two satisfactory references, one of whom should be the current manager, if employed
- 3. DBS Disclosure if the role is eligible and
- 4. Disclosure of previous relevant convictions at interview or another agreed time after interview

Selection

Development

Shortlist from completed applications and invite to formal interview/discussion. Panel Interview with set questions and scoring sheet for employees & formal discussion for volunteers. Letter of appointment pending required checks

Right to work in UK check **Employment Checks** Take up References, using reference pro-forma **ID** verification Submit DBS application form, if eligible Health checks where required Confirmation of appointment, pending the above

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Post-Appointment

Probationary period & expectations clarified in writing

Induction Process, including safeguarding practice, policies & procedures

Supervision and support

Training and development opportunities

Appraisal

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