

Company Policy & Procedure

Untold Operations Ltd

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Policy Name:	Staff Recruitment Policy			Version No:	1
Effective Date:	24/10/22	Date of Last Revision:	N/A		

Version History				
Version	Approved By	Revision Date	Description of Change	Author

After each review the following steps must be taken:

- An updated PDF must be saved and the Version History Recorded (for example – “First Aid SOP (v1)”.*
- The Operating Procedure Review Log must be updated. This can be found in the Accident Management Folder.*

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Staff Recruitment Policy

Overview

Untold Operations Ltd considers its staff to be the driving force in all operations. It is committed to employing the highest standard of instructor that demonstrates not just technical competence but also quality of instruction. To reinforce the safeguarding and well being of young people this policy will enforce and implement a safer recruitment practice.

In following this policy and procedure document Untold Operations Ltd to succeed in the following.

1. Attract and recruit staff of the highest quality and standard.
2. Deter candidates who are considered unsuitable.
3. Identify those who are unsuitable to work with young people.

The company will act swiftly to follow its procedures in dealing with any individual with whom it employs and fail to comply with the company safeguarding and child protection policy and procedure.

Should any allegations be made toward a member of Untold Operations Ltd staff members then the allegation will be referred to the Designated Safeguarding Officer (in this case Stephen Parsons) within one day or sooner of the allegation being made.

It is a requirement by law as an employer for the company to refer any member of staff to the Disclosure and Barring Service should they

1. Be under disciplinary investigation.
2. Have been dismissed or resigned due to misconduct towards a client.

Recruitment Process

Prior

1. A full job specification will be provided.
2. Prospective candidates will be informed of the requirement for a Enhanced Disclosure and Barring Service Check prior to the application being considered. Prospective candidates will be asked if they have an existing check that is on the Update Service.
3. It will be a requirement for applicants to submit a CV

Interview

4. Candidates will be requested to bring the following to an interview (All of which will be checked and copied for file)
 - a. Photographic ID and proof of address.
 - b. Original Copies of Qualifications relevant to the role.
5. Interviews will be undertaken by two people; this will normally be the directors. Or a senior instructor.

Post

6. Two references will be requested, one of which will be the candidates most recent employer.
7. New staff will receive copies of company policy and procedure along with any risk assessments relevant to their role.

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Employment

Employment can only start when all necessary checks have been completed. This includes

1. Proof of Identity and Address
2. A satisfactory DBS Check
3. Original certificates and Qualifications
4. Proof of eligibility to live and work in the UK

Induction, Monitoring & Training

All staff will receive copies of our Health & Safety Policies, and Safeguarding Policies along with the Risk Assessment and Operating Procedures. Staff will be required to sign a statement to say they have read and understand these documents. All information will be available to access for staff to reference on our website.

Untold Operations Ltd are committed to evolving policies and welcome all staff to work with the operations team to review and comment on policies so that we can continue to make positive changes within the organisation.

Untold Operations Ltd are committed to training and continuous professional development. Where relevant it will undertake periodic staff appraisals and monitor staff development.