

FACT SHEET

Recruitment & Employment

Recruitment

There is excellent guidance on all aspects of recruitment on the NCVO website. This covers defining staff requirements, advertising, interviews, selection and any necessary checks.

See: <http://www.ncvo-vol.org.uk/advice-support/workforce-development/hr-employment-practice/recruitment/guidelines>

Safer Recruitment - All organisations interviewing people to work with children and young people need to have one person on any interview panel trained in safer recruitment. Courses in Safer Recruitment are run by the appropriate Local Safeguarding Children Board (LSCB).

Contact:

- childrenandfamilies@wiltshire.gov.uk
- Interagency_safeguardingchildren@bathnes.gov.uk

B&NES LSCB also have a **Safer Recruitment Policy and Safer Organisations Checklist:**

<http://www.bathnes.gov.uk/BathNES/healthandsocial/childrenandfamilycare/LSCB/LSCB-SaferRecruitment.htm>

After Recruitment - See HR and Employment Practice – guidance and resources on a range of topics on NCVO website: <http://www.ncvo-vol.org.uk/advice-support/workforce-development/hr-employment-practice> See also our Factsheet on Employment Law

The Good Guide to Employment – published by NCVO is a very useful resource. Order from NCVO for £25 or borrow from our Library Services:

<http://www.developecs.org.uk/Whatwedo/library.htm>

Staff Appraisal. This provides a regular consideration of the needs of each staff member and post. Heads of Departments and Directorate level staff should meet individually at least once a year with each member of staff who is responsible to them.

The appraisal looks at the performance of the individual, against job description, work programmes and action points from the previous appraisal, and examines how that performance could be improved. The purpose of the appraisal meeting is to clarify objectives, identify changes in the nature of the work done and possible new directions, help staff to make the most of themselves by reviewing their strengths and weaknesses with a view to planning action to assist development, and at the same time increase the effectiveness of (Organization name). This might include changes in work practice, identification of training needs, and consideration of long-term plans. (Taken from the Islington Voluntary Action Council resource sheet: Policies - Staff appraisal policy and procedure) To read more go to the IVAC website:

<http://www.ivac.org.uk/files/downloads/resource/Staff%20Appraisal%20Policy%20and%20Procedure.doc>

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