ReConnect

Recruitment and Selection Policy

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Policy Statement

ReConnect 1-1 is committed to attracting, selecting, and retaining high-quality individuals who support our mission of delivering tailored alternative provision. We strive for fairness, transparency, and a comprehensive training process to ensure staff, volunteers, and service users are equipped to meet our goals. This policy aims to ensure that recruitment and training processes are inclusive, legally compliant, and reflective of best practice.

1. Purpose

The purpose of this policy is to outline the recruitment, selection, and training principles and procedures at ReConnect 1-1, ensuring that all staff, volunteers, and service users are appropriately trained, well-supported, and able to contribute effectively to the success of the programme.

2. Scope

This policy applies to:

- Permanent and temporary staff
- Volunteers
- External service providers
- Service users (students)

3. Recruitment and Selection Principles

- **Equal Opportunities**: ReConnect 1-1 promotes equality and is committed to a non-discriminatory, inclusive recruitment process.
- **Transparency**: All job roles and processes will be clear to applicants, outlining expectations and requirements.
- **Safeguarding**: As we work with vulnerable individuals, safeguarding is prioritised throughout the selection and training process.
- **Competency-Based Selection**: Staff and volunteers will be chosen based on experience, skills, and suitability for the role.
- **Confidentiality**: Candidate and service user information is handled confidentially and in accordance with data protection regulations.

4. Recruitment Process

4.1 Job Analysis and Role Specification

- **Job Analysis**: Define the essential duties, qualifications, and skills required for new positions.
- **Job Description**: Develop clear job descriptions for each role.
- **Person Specification**: Detail the qualities, qualifications, and competencies required for the position.

4.2 Advertising Vacancies

- **Channels**: Post job opportunities through online job boards, educational institutions, social media, and internal networks.
- **Inclusivity**: Advertisements will reflect ReConnect 1-1's commitment to diversity and inclusion.

4.3 Application Process

- Clear instructions on how to apply, outlining submission deadlines.
- Applications may be submitted via an online portal, email, or other specified methods.

4.4 Shortlisting

- The selection panel, consisting of at least two members, will review applications.
- Candidates will be shortlisted based on alignment with the job description and person specification.

4.5 Interview Process

- Conduct structured interviews focusing on the key competencies required for the role.
- Use additional assessment methods (practical tasks, presentations) where applicable.
- Ensure transparency and inclusivity in questioning and assessments.

4.6 References and Background Checks

- Obtain at least two references for shortlisted candidates.
- Carry out safeguarding checks (e.g., Enhanced DBS checks) for roles involving contact with children or vulnerable individuals.

4.7 Job Offer and Onboarding

- Issue a formal offer letter, conditional on successful background checks.
- Provide a comprehensive onboarding process for new hires, including role expectations, introduction to team members, and organisational orientation.

5. Training and Induction for Staff and Volunteers

The training of new staff and volunteers is critical to the success of ReConnect 1-1. A comprehensive induction process ensures that all individuals are prepared to work effectively and safely within the programme.

5.1 Pre-Induction

- **Pre-Induction Documentation**: New staff and volunteers will receive a welcome pack including job descriptions, a copy of the ReConnect 1-1 policies (safeguarding, health and safety, equal opportunities, etc.), and relevant background materials on our educational ethos.
- **Pre-Induction Training**: New recruits must complete mandatory online training in safeguarding, child protection, and data protection prior to their first day.

5.2 Induction

- **Organisational Overview**: All new staff and volunteers will be introduced to ReConnect 1-1's mission, values, and operational structure.
- **Key Policies**: Detailed briefings on essential policies, including safeguarding, health and safety, and emergency procedures.
- **Team Introductions**: Orientation to meet team members and key contacts within the organisation, including mentors who provide ongoing support.
- **Site Tour**: Physical or virtual tour of the facility, including specific rooms and areas such as the media suite, bike mechanics room, performance space, and any high-risk areas covered by risk assessments.
- **Role-Specific Training**: For specific roles, such as bike mechanics or audio production, hands-on training will be provided by experienced staff to ensure proficiency.

5.3 Ongoing Training and Development

- **Continuing Professional Development (CPD)**: Regular CPD opportunities, including external workshops, certifications, or internal training on new methodologies and tools.
- **Mentoring Programme**: Each new staff member or volunteer is paired with a mentor for the first three months to offer guidance, answer questions, and ensure smooth integration.
- **Annual Reviews**: Staff and volunteers will undergo annual performance reviews, which will include identifying areas for further professional development.

6. Training and Induction for Service Users

Service users at ReConnect 1-1, particularly vulnerable or disengaged young people, require careful induction and training to ensure they feel supported and safe.

6.1 Initial Assessment

- **Assessment of Needs**: Upon enrolment, service users undergo an initial assessment to identify their specific educational needs, personal goals, and any special support they may require.
- **Introduction to Key Staff**: Each service user is introduced to a key person who will serve as their primary point of support during their time at ReConnect 1-1.

6.2 Service User Induction

- **Programme Orientation**: Service users will receive an overview of the structure and specialisms available within the programme, helping them understand their learning journey.
- **Health and Safety Briefing**: A detailed explanation of health and safety procedures, including safeguarding measures and rules for safe conduct in high-risk areas (e.g., the bike mechanics room, jump biking sessions).
- **Building Trust**: Service users are given time and space to build rapport with staff, including low-pressure introductory sessions focused on communication, well-being, and self-regulation.
- **Understanding the Learning Process**: Service users will be introduced to learning objectives, teaching methods, and expectations, helping them understand their own role in the learning process.

6.3 Ongoing Support for Service Users

- **Mentorship**: Each service user is assigned a mentor who will track their progress and offer support with both academic and personal development.
- **Regular Reviews**: Weekly or monthly check-ins to evaluate progress and adjust learning plans as needed.
- **Supportive Environment**: ReConnect 1-1 fosters a nurturing environment where service users can express concerns, communicate openly, and feel confident to engage in learning.

7. Policy Monitoring and Review

- **Evaluation**: Regularly evaluate recruitment, selection, and training processes to ensure their effectiveness.
- **Feedback**: Collect feedback from staff, volunteers, and service users on their training and induction experiences.
- **Policy Review**: This policy will be reviewed annually to ensure it remains relevant and up-to-date with current best practice.

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