



# Bethnal Green Nature Reserve Trust

## Recruitment Policy

**Last Updated:** 01 May 2024

### **About this Policy**

The purpose of this policy is to ensure that Trustees and other Senior Management of the Bethnal Green Nature Reserve Trust (the **Trust**) apply consistent practices when recruiting new Trustees and staff members and conduct appropriate DBS checks on prospective Trustees and staff members. This is important to ensure the Trust applies fair practices to select the best candidates for its positions and complies with its legal requirements and to maintain the safety of children and vulnerable adults visiting the Bethnal Green Nature Reserve (the Reserve).

By adhering to this recruitment policy, the Trust aims to build a diverse and inclusive workforce that reflects the communities we serve and contributes to our mission of conservation and environmental stewardship.

### **Part 1 – Consistent Recruitment Practices**

#### 1. Introduction

The Trust is committed to recruiting and selecting the best candidates for all positions based on merit, qualifications, and fit with our organisational culture. We believe in fostering diversity, equity, and inclusion in our workforce and are dedicated to providing equal opportunities for all individuals.

#### 2. Equal Opportunity Employment

The Trust is an equal opportunity employer and does not discriminate on the basis of race, colour, ethnicity, nationality, religion, gender, sexual orientation, age, disability, or any other protected characteristic. All employment decisions are made based on qualifications, skills, and experience relevant to the position. We actively seek to recruit candidates from diverse backgrounds and underrepresented groups, including but not limited to BIPOC (Black, Indigenous, and People of Colour), LGBTQ+ individuals, individuals with disabilities, and individuals from low-income communities.

The Trust has an [Equal Opportunity Policy](#) which shall apply to the process of advertising and recruitment for all roles.

### 3. Community Engagement

We engage with local communities to promote our job opportunities and encourage local individuals from diverse backgrounds to apply. We partner with community organisations, educational institutions, and other stakeholders to reach a broad and diverse audience of potential candidates.

### 4. Job Postings

All job postings will be written in a manner that encourages diverse candidates to apply. We will use inclusive language and actively seek out candidates from underrepresented groups to ensure a diverse applicant pool.

### 5. Recruitment Process

Our recruitment process will be fair, transparent, and free from bias. This includes:

- Reviewing applications based on predetermined criteria relevant to the position.
- Conducting interviews with standardised questions designed to assess candidates' qualifications, skills, and fit with our organisational culture.
- Providing reasonable accommodations for candidates with disabilities throughout the recruitment process.
- Ensuring that all selection decisions are based solely on merit and job-related criteria.

As set out in Part 2 of this policy, DBS checks are an important part of the recruitment process.

### 6. Contract Terms

For transparency, the Trust will use a standard framework contract all staff members. This will include (1) the identity of their line manager, and (2) details of any appraisal/probation period for the role. Line managers will be responsible for ensuring that new staff members are given an appropriate onboarding and that they are equipped with the tools and skills needed to perform their role, taking into account any special needs that the staff member may have.

### 6. Training and Development

We are committed to providing training and development opportunities for all employees to support their professional growth and advancement within the organization. This includes role-specific training and training on diversity, equity, and inclusion topics to promote awareness and understanding among staff members.

### 7. Review and Evaluation

We regularly review our recruitment processes and outcomes to identify areas for improvement and ensure alignment with our diversity, equity, and inclusion goals. Feedback from candidates and employees is solicited and used to inform changes to our recruitment practices.

### 8. Compliance with Laws and Regulations

The Trust complies with all relevant laws and regulations governing employment practices, including equal employment opportunity laws and anti-discrimination legislation. All staff personal data will be handled in accordance with our [Data Protection policy](#).

## **Part 2 - DBS Checks**

### **Safeguarding Vulnerable Adults Act 2006**

Any form of teaching, training or instruction of children is a regulated activity under the Safeguarding Vulnerable Adults Act and the Trust may be deemed a “regulated activity provider” due to the Forest School and other children’s learning activities that the Trust runs. The Trustees should follow the guidance in this policy as a matter of best practice and to ensure that it meets its regulatory obligations.

### **Enhanced with Barred Lists DBS Check**

The Senior Management and Trustees shall be responsible for ensuring that all Trustees, members of staff, and any volunteers that start being employed as delivery staff (e.g Forest School or site management roles) have a valid Enhanced with Barred List DBS Check.

The Trust will be responsible for securing permission to solicit the DBS Check from the Trustee/staff member, obtaining a copy of their ID and paying for the check (£12 for volunteers and £30 for paid roles).

DBS Checks can be obtained from one of these Responsible Organisation:

<https://www.gov.uk/guidance/responsible-organisations>

The Senior Management and Trustees shall ensure the checks are carried out before the relevant Trustee/staff member/volunteer starts their work for the Trust and are repeated every three years while they continue to work for the Trust.

The Senior Management and Trustees shall ensure that any advertisements for roles requiring a DBS check make the requirements of this policy clear to prospective candidates.

### **Duty to Report**

The Trust has a duty to inform the DBS if it removes someone from their role because of them causing harm or creating a risk of harm. The Home Office has published a guidance and a referral form on its website: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-a-referral>

If the Trustees or Senior Management consider that a Trustee, staff member, or volunteer working for the Trust has caused harm or is creating a risk of harm to children or adults, they should consult the government guidance to determine whether they need to make a referral to the DBS.

**This policy will be reviewed on an ongoing basis, at least once a year. The Trust will amend this policy, following review, where appropriate.**