



RECRUITMENT & SELECTION POLICY

Policy Statement

Carers Federation recognises the importance of procedures to ensure staff with the right skills, qualifications, and competencies are appointed to suitable posts within Carers Federation. Carers Federation is committed to building a workforce whose diverse talents will enable it to achieve its aims and objectives. Further, we are committed to ensuring that we command the respect and trust of the clients we work with.

Carers Federation is committed to ensuring that it treats its employees or potential employees fairly and with respect and that it does not discriminate against individuals or groups identified as having 'protected characteristics' as defined in the Equality Act 2010.

- Age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

We aim to promote the development of our existing staff where possible and will offer the opportunity to apply for available vacancies to all employees currently working in Carers Federation. Performance at appraisal and detail provided within the Career Development Plans may be taken into account when considering internal applications.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Carers Federation complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Carers Federation does believe that certain types of criminal conviction or caution are incompatible with employment with us. Therefore we will not employ anyone in any position or role where we are aware that the individual has been convicted of or cautioned for an offence of a serious sexual nature. Likewise we will consider convictions in relation to the post applied for and may withdraw a conditional offer of appointment if information contained in a DBS disclosure is incompatible with the position conditionally offered. Where the post applied for involves working with children we will comply with the Safeguarding children and safer recruitment.