

Andrew Simpson Group Safe Recruitment Policy

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Signed:		28 th February 2025
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The Andrew Simpson Group are committed to safeguarding and promoting the welfare of all of our staff and customers and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled by the roles they undertake.

The ASF and ASCs recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. ASF and ASCs are committed to ensuring that the recruitment and selection of all who work for the organisation is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. ASF and ASCs will uphold their obligations under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). We are also committed to providing equitable treatment to all those we deal with as an organisation, including customers and suppliers.

1. Recruitment and Selection for Equality and Diversity Purposes

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted based on merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting should be done by more than one person if possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage groups from applying. They should include a short policy statement on equal opportunities and the employer's commitment to diversity, equity and inclusion in the workplace and state that a copy of the Equality, Diversity and Inclusion Policy will be made available on request.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective

employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.

2. Recruitment and Selection of Staff for Safeguarding Purposes

All posts within the ASF and ASCs are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants for paid work and relevant volunteers will be required to declare all unfiltered convictions, cautions and bind-overs, including those regarded as spent and to have a Criminal Records Disclosure check in accordance with the Company's Safeguarding Policy and Criminal Record Disclosure and DBS Checks Policy.

The ASF and ASCs are committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

The ASF and ASCs will

- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children or who is disqualified from working with children or does not have the suitable skills and experience for the intended role;
- Keep and maintain a central record of recruitment and vetting checks;
- Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedures; and
- Require staff who are convicted or cautioned for any offence during their employment with ASF or ASC to notify their manager of the offence and penalty.

Two references will be requested, either from their previous employer or from someone known to them personally, but not a relative. Evidence of identity will be required, such as a passport or a driving licence with photograph.