

Guidelines on KIDS Recruitment Process

These guidelines have been produced to help applicants and those visiting the KIDS Careers website.

The information that you provide is what we will use to decide whether or not to shortlist you for an interview. This helps us review each applicant in a fair and consistent way. It is therefore important that you complete your details accurately and honestly. Our Careers Team are available on 0121 362 4576 should you have any specific questions with your application or consider that you may require reasonable adjustments to be made as a result of a disability.

The information that you provide and that is obtained from other relevant sources will be used to process your application for employment. We reserve the right to check at any time your experience, achievements, qualifications and skills claimed by you either from your application, in any accompanying or subsequent correspondence or at interview. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process. Full details of our HR Data Protection Policy and your rights under the General Data Protection Regulations 2018 can be found here

<https://www.kids.org.uk/Handlers/Download.ashx?IDMF=982c561a-f486-48ca-9bad-ead07266fc77>.

This includes details of how your information will be used by KIDS, how to withdraw consent and your right to be forgotten.

Right to Work

Self- declaration will be required in relation to your Right to Work. We have a duty to prevent illegal working, therefore later in our recruitment process we conduct document checks to make it harder for people with no right to work in the UK to unlawfully obtain or stay in employment, and to make it easier for us to ensure that we only employ people who have permission to do the work in question.

A right to work check means that we check a document which is acceptable for showing permission to work. We must do this **before we** employ a person to ensure they are legally allowed to do the work in question for us. It is not enough to simply undertake the check on the first day of employment if the employment has already started. We are also required to conduct a follow-up check on people who have time-limited permission to work in the UK.

We will be checking a person's documents to determine if they have the right to carry out the type of work we are offering comprising three key steps:

1. **Obtain** the person's original documents as specified in the current guidance;
2. **Check** the validity of the documents in the presence of the holder; and
3. Make and retain a clear **copy**, and make a record of the date of the check.

Safer Recruitment, Regulated Activity and the Disclosure and Barring Service (DBS)

KIDS safer recruitment procedures aim to minimise the risk of appointing someone unsuitable to a post where they will be in contact with children or vulnerable young people. As KIDS provide 'Regulated activities' we have specific responsibilities for carrying out appropriate pre-employment checks, including Enhanced Disclosure and Barring Service (DBS) with Barred list check, when recruiting staff.

KIDS take the responsibility of safeguarding children and young people seriously. In practice, KIDS will do this by making sure that all employees, workers, volunteers and trustees whose role meets the definition of a regulated activity are asked to complete an enhanced disclosure form with the barred list check which will then be submitted to the Disclosure and Barring Service (DBS) to make sure that we are safeguarding the welfare of all children and young people we work with in addition some roles may require a DBS check without a barred list check. In these circumstances you may be required to self-declare any current convictions.

KIDS will use the Disclosure and Barring Service as part of the selection process to fully assess applicant's suitability for positions of trust and safeguarding children and young people

KIDS will make it clear from the outset whether a satisfactory DBS check is a condition of employment for regulated roles and KIDS will include a statement to that effect, alongside a statement that people on the barred list should not apply.

Additional Information

At some point in the process you may be asked to provide Equality and Diversity information.

We may also ask you for details regarding your medical history and in particular regarding mental health and its relevance to the job application.

It is therefore important that you answer all selection questions accurately and honestly, as KIDS is committed to safeguarding and promoting the welfare of children and young people and demands that all share this commitment.

Should you have any questions please contact careers@kids.org.uk or call 0121 362 4576.