

## Recruitment of staff

### The following procedure is recommended:

- Identify someone within the group to take responsibility for co-ordinating the recruitment of staff
- Advertise all posts
- Provide applicants with a job description outlining the roles and responsibilities of the post. The job description should highlight that a PVG Scheme check will be undertaken for positions involving 'regulated roles' with children/vulnerable adults.
- Consent to undertake a Disclosure check should be included in the application form. Consideration could also be given to a 'self-disclosure form' to give potential applicants an opportunity to reveal any criminal history at an early stage.
- Identify an interview panel and agree interview format/questions
- Select candidates for interview and undertake interviews
- Offer position subject to reference and PVG Scheme membership check.
- Ensure PVG Scheme forms completed – see Section on PVG Scheme Checks for information on agencies that can provide you with advice and assistance on this matter.
- Obtain written references to gain views on the applicant's suitability for the job.
- If references and PVG Scheme check suitable, then appoint applicant to post.
- If PVG check highlights vetting information, consider whether these are relevant to the post and make a decision on whether to appoint in line with your equal opportunities policy and bearing in mind that children/vulnerable adults safety should be your priority. See section on equal opportunities policy. If checks are accessed through Volunteer Scotland, they will be able to offer support.
- Provide a new member of staff with appropriate training and ensure support is provided