



recruitment
POLICY
reviewed & revised
April 2019

MISSION STATEMENT

This policy covers Recruitment and Recruitment of Ex-Offenders guidelines, in relation to staffing of the organisation and projects run by Animate Arts Company. We believe in recruiting the best and most inspiring talent to enable our organisation to develop, whilst maintaining a high level of quality, professionalism and sincerity that is associated with our work.

It is our mission that recruitment within our organisation should be:

- A welcoming and positive process
- Clearly and fairly presented and appointed
- Add value and talent to the workforce of the organisation
- Support our ethos of providing safe projects/events for our audiences and participants
- Free from bias and discrimination, regardless of gender, ethnicity, disability, sexual orientation or religion

STATEMENT OF INTENT

Animate Arts Company recognise that the recruitment and selection of the right people is vitally important to the continued success of the organisation. This policy is intended to provide a sound framework for the recruitment and selection of all staff and ensure that the recruitment process is free from bias and discrimination.

For the purposes of this policy anybody working for Animate Arts under a contract of employment, a contract for services or in any other way, including volunteers, is defined as staff.

Animate Arts follow a procedure of advertisement, application, interviews and appointment processes, which are outlined in this policy. Due to the variety of workers and opportunities within the organisation every recruitment is tailored according to the position's specifications, particularly freelance appointments.

The majority of our staff are freelance artists and creative practitioners who work on a project-by-project basis. We develop a pool of practitioners whose inspirational and creative practises bring value and quality to the organisation's work. Our artist team undertake the 'artist' recruitment process completing all appropriate checks before any work commences. Their position within the artist team is regularly reviewed and evaluated by performance and merit.

Animate Arts Company complies fully with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We undertake to treat all applicants for positions fairly and undertake not to discriminate unfairly against any subject of a DBS check on the basis of conviction or other information revealed.

Our organisation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

PRINCIPLES

- Animate Arts Company seek to appoint the best candidate for the job based on merit.
- We treat all candidates fairly, equitably and efficiently, with respect and courtesy whilst aiming to ensure that the candidates experience is positive, irrespective of the outcome.
- It is important to us that we ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with appropriate legislations, such as the code of practice published by the Disclosure and Barring Services (DBS).
- Animate Arts encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process as required in order for a successful candidate with a disability to undertake the post.
- Due to the nature of our work and who we work with, we are committed to safeguarding and promoting the welfare of young people and vulnerable adults, by carrying out all necessary pre-employment checks.
- The Artistic Director and Board of Directors continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

IMPLEMENTATION

Methods of recruiting & advertising

As a small organisation that works in a specialist industry, we use a range of methods to publicise our work opportunities. These may include:

- Word of mouth
- Animate Arts e-mailing lists and marketing resources
- Through artist networks, such as ACE artsjobs, local authorities
- Advertising, particularly through our social media pages and online resources
- Talks & events
- Through universities and HE organisations
- Through our projects, workshops and trade shows
- Editorial press features or articles
- Through recruitment groups and programmes such as Volunteer Week

The process of recruiting artists, facilitators and consultants

Recruitment of freelance practitioners and consultants for specific commissions and one-off positions.

- The specification of the commission is drawn-up and approved by the Artistic Director, with the approval of The Board of Directors if the position is significant to the development and structure of the organisation. The commission will be financially accounted for (usually by external funding) and complies with all funder's criteria. Appropriate support, resources and infrastructure will be put in place to accommodate the commission.
- The position is advertised openly using any of the methods listed in 'Methods of recruiting & advertising' section of this policy. Clear job descriptions, application forms and deadlines will be informed at this stage.
- Applications must be received by the stated deadlines. Animate Arts do not accept late applications or tenders, for reasons of fairness.

- Short-listing, interviews and the selection processes are completed by key personnel from Animate Arts Company who will be working closely with the successful candidate (this is usually the Artistic Director). Further members of the selection panel will be invited to support this process. They will be individuals who bring relevant expertise of the specific position and/or recruitment knowledge, clients involved in the commission and/or a Director from Animate Arts Company.
- When the successful applicant has been identified, they will be offered the position formally in writing. This will outline the position and expectations and also the relevant policies and procedures that they must adhere to. They will be required to agree the terms and sign the agreement to accept the offer.

The process of recruitment of freelance artists and practitioners on the artist team

Recruitment of freelance artists and practitioners as an opportunity to be part of the artist team – deliver future workshops and events for Animate Arts Company on a project-by-project basis.

The Artistic Director identifies when there is need for new members to the team. This may be identified because there are low numbers of artists, requirement of specific skills and expertise in certain art forms or for new ideas and ways of working. Occasionally Artistic Director may identify a specific individual who could bring expertise and great value to the team.

Animate Arts will recruit new artists to the team by:

- Word of mouth
- Through the network of existing Animate Arts team members and visiting artists attending UP!
- Via local networks, industry colleagues and professionals (particularly working in specific sectors/industries)
- Networks specifically targeting the arts industry, such as cultural venues, online networks, etc
- Public advertisement, including press campaigns and online resources

- Selection of artists and practitioners to join the team can include the following processes:
 - Application forms
 - Written and verbal references
 - Informal and formal interviews
 - Assessment of CV, portfolio, show-reels and resumes

- On appointing artists and practitioners, they will be provided with agreement letter, which outlines their role and the expectations of working for Animate Arts. We will include relevant policies and procedures that they must read and adhere to, and if necessary provide training and inductions. The individual will be required to agree the terms and sign the agreement before any work can be offered.

- Artists and practitioners are required to
 - Undertake any necessary DBS checks
 - Provide proof of public liability insurance up to the sum of £5million
 - Complete Animate Art's H&S consent form

- Acceptance of 'artist team' agreement does not guarantee work. Projects, and therefore work offered, is determined by the success of project commissions, budgets, nature of the work and specific art forms required.

The process of recruiting staff

Recruitment for part-time or full-time staff follows a fair, clear and formal recruitment process.

- The specification of the position is drawn-up and approved by the Artistic Director and Board of Directors. They will ensure that the position is financially accounted for, and appropriate support, resources and infrastructure is in place to accommodate successful applicant.
- The position is advertised openly using methods listed in 'Recruiting & advertising' section of this policy. Clear job descriptions, application forms and deadlines will be informed at this stage.

- Applications must be received by the stated deadlines. Animate Arts do not accept late applications or tenders, for reasons of fairness.
- Short-listing, interviews and the selection processes are completed by key personnel from Animate Arts Company who will be working closely with the successful candidate (this is usually the Artistic Director) and a representative from the Board of Directors. Further members of the selection panel may be invited to support this process. They will be individuals who bring relevant expertise of the specific position and/or recruitment knowledge.
- When the successful applicant has been identified, they will be offered the position formally in writing. This will outline the position and expectations and also the relevant policies and procedures that they must adhere to. They will be required to agree the terms and sign the agreement to accept the offer.

The process of recruiting board members

Our organisation is governed by a voluntary Board of Directors. They are identified for their passion, skills and expertise that can be shared and brought to the strategic programming of Animate Arts Company. Their role is to monitor, evaluate and shape the organisation's development and ensure that the organisation is working solvently and legally.

Due to the nature of this role and its importance, we recruit Directors in the following way:

- The Board identifies when there is need for new members of the board. This may be identified by low membership numbers (observing the minimum quorum requirements outlined in our constitution documents), requirement of specific skills and expertise to the development of the organisation or new ideas. Criteria and specification is drawn-up and minuted at a General Meeting or AGM.
- The Board of Directors will identify suitable individual for this position by:
 - Word of mouth & local networks
 - Colleagues and professionals (particularly working in specific sectors/industries)
 - Networks specifically targeting trustees recruitment and supporting charitable organisations
 - Public advertisement, including press campaigns and online resources

Occasionally the Board of Directors may identify an individual who could bring expertise and great value to the board. If there is no vacancy at that time, Directors submit their suggestion at the next available board meeting and seek approval from the members to invite the individual to apply.

- All potential candidates are put-forward to the Board at the next board meeting. A resume, CV and/or background should be presented by one member of the board. If agreed by the rest of the Board, the individual is invited to apply to become a Board Member. They will be offered the 'All Aboard' information pack which outlines the role, expectations and requirements. The candidate will also be invited to meet the current board and attend a general meeting to support their consideration process.
- If the candidate agrees to join the board, they will be required to sign the 'All Aboard' agreement and undertake any appropriate checks outlined in the brief. They will be registered formally as a Director of Animate Arts Company at Companies House by Company Secretary.

The process of recruiting volunteers and work placements

In some cases, recruitment (particularly volunteering) can be very informal and focus on an introductory chat about the role and the potential volunteer's interests. But if the role has some degree of responsibility – such as working with people, working behind the scenes (on lighting or stage design, for example), then the selection procedure might need to be more formal.

Key elements of selection can include:

- application forms
- references
- interviews
- criminal record checks (especially if volunteers are working with children or vulnerable people)
- health checks

- equality and diversity

On appointing volunteers, they will be provided with agreement letter, which outlines the project details and expectations, and also the relevant policies and procedures that they must adhere to. The individual will be required to agree the terms and sign the agreement before the project commences.

DBS – Disclosure & Barring Service

A DBS check is only requested for eligible positions. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage. We request that this information is sent under separate, confidential cover, to a designated person within Animate Arts Company and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Animate Arts to ask questions about the entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Animate Arts Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and can make a copy available on request.

Having a criminal record will not necessarily bar an individual from working with Animate Arts Company. This will depend on the nature of the position and the circumstances and background of the offences.

POLICY ON THE USE, HANDLING, STORAGE, RETENTION & DISPOSAL OF DISCLOSURE INFORMATION

Animate Arts Company complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe use, handling, storage, retention and disposal of Disclosure information.

Usage:

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.

Handling:

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We understand it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Storage:

Disclosure information is not issued directly to organisations and will need to be obtained from the applicant with their permission. Any information given by the applicant will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Retention:

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal:

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However notwithstanding the above, Young Kent will keep a record of the date of issue of a Disclosure, the name of the applicant, the type of Disclosure requested, the position for which the Disclosure was requested and the unique reference number of the Disclosure.

Update Service:

We will ensure that Animate Arts Company are legally entitled to the same level of DBS check and that the applicant's permission is sought in order to conduct a Status Check.

This policy was reviewed and agreed by the Board of Directors on 17 April 2019
Signed on behalf of the Board of Directors by D. McGee (Chairman of Board)

A handwritten signature in black ink, appearing to read 'D McGee', with a horizontal line extending from the end of the signature.