



# RECRUITMENT POLICY

PLAY THERAPY UK

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## **1. Introduction**

Play Therapy UK (PTUK) believes that effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with equality of opportunity so that costly recruitment mistakes are avoided. The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience, and qualifications. To this end, PTUK will recruit candidates who are most suited to the position in question and comply with its Equality, Diversity and Inclusion Policy at all times.

This policy defines the principles that PTUK considers important in the recruitment process and aims to ensure that consistency and good practice are applied across APAC.

## **2. Equality, Diversity and Inclusion in Recruitment**

It is contrary to PTUK's Equality, Diversity and Inclusion policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her, race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs.

All employees are required to comply with the requirements of the Equality, Diversity and Inclusion Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.

All policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

PTUK will treat all job applicants in the same way at each stage of the recruitment process, and no assumptions will be made on the basis of, for example, appearance or a foreign name. There will be no assumption that a foreign national or someone from an ethnic minority has no right to work in the UK.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

## **3. Monitoring Equality, Diversity and Inclusion in Recruitment**

In order for PTUK to monitor the effectiveness of the Recruitment and Equality, Diversity and Inclusion Policy it is necessary that all candidates complete the Equality and Diversity Monitoring Form, a copy of which can be found in Appendix 1. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring

equal opportunity and will be held confidentially by PTUK and in accordance with its Data Protection Policy.

#### **4. Recruitment Authorisation**

Any vacancy must be authorised by the Board of Directors before any attempt is made to fill the role. In making the request to the Board of Directors consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in PTUK.

#### **5. Job Descriptions and Person Specifications**

Once authorisation has been obtained, the person/manager recruiting must produce a job description for the vacancy which provides a fair and accurate representation of the role and follows the format which is laid out in the Job Description Form. The job description will include a clearly drafted person specification.

The job description will describe the duties, responsibilities and seniority of the post and the person specification will describe the qualifications, knowledge, experience, skills, and competencies needed for the role to be carried out effectively.

The Job Description Form should be given to all candidates prior to the interview to enable them to prepare adequately for the interview, which will improve the success of the interviewing process.

Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g., women, ethnic minorities or disabled persons.

#### **6. Advertising of Vacancies**

All vacancies must be advertised within PTUK to all members of staff prior to external methods of recruitment being used. Wherever possible internal candidates will be considered in preference to external candidates and reasonable training and coaching will be provided to enable employees to achieve career advancement. Where it has not been possible to recruit within PTUK, then external methods of recruitment may be considered. These may include approaching approved employment agencies or advertising on job boards.

Where the job is to be advertised, the proposed advertisement must be submitted to the Operations Director for approval. An advertisement must not show any intention to discriminate unlawfully and should follow the Equal Opportunities Commission recommended code.

#### **7. Shortlisting**

In order to shortlist candidates for interviews, the Company will:

- Identify specific job-related criteria using the job description.
- Match these criteria with those detailed in the candidate's CV; and
- Use this information to select which candidates will be invited for interview.

Candidates who apply for positions with PTUK, whether through a direct advertisement or a recruitment agency, will always be informed of the outcome of their application as quickly as possible. Where candidates have applied to PTUK directly, they will be informed of the outcome in writing.

## **8. Recruitment Interviews**

The interview will focus on the needs of the job and the skills needed to perform it effectively in accordance with the guidance and procedures set down in PTUK's interview guidance notes.

Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. A record of every recruitment interview will be made and passed to the HR Manager to be retained for a suitable period of time.

## **9. Offer of Employment**

Once the most appropriate candidate has been selected for this appointment, the terms and conditions of the offer of employment must be approved by the Board of Directors.

In setting a starting salary, PTUK must bear in mind the salary of existing employees in a similar role in order to ensure that inconsistencies are not created within PTUK which could be challenged under the Equality Act 2010.

An offer should be made in writing to the candidate and once agreed, a contract of employment must be raised and sent out with the offer letter.

## **10.Points-based system**

Employers will usually require a sponsor license to employ a worker from outside the UK. This includes EEA and Swiss citizens coming to the UK to work from 1 January 2021.

The Company will comply with the requirements of the Home Office's points-based system for the employment of foreign workers. Where a worker is to be recruited who is subject to immigration control and does not have the right to work in the UK, it is the responsibility of the Board of Directors to assess if sponsorship is appropriate.

## **11.References**

All employment offers are conditional upon receipt of two professional references which are satisfactory to PTUK. The referees should usually be the applicant's current and previous employers although, in the case of a college or school leaver, a college tutor or teacher will be acceptable.

Details of referees will usually be sought from an applicant once an offer of employment is made, and referees will not be approached without the applicant's permission.

However, for more senior positions, PTUK may require the applicant to provide details of referees prior to an offer of employment being made. With the applicant's consent, the referees will be approached, and the responses received will form part of the selection decision.

References will usually be sought in writing and require that a standard reference form be completed. Details may be checked or clarified by telephone where necessary. If a response to a written request for a reference has not been received, then PTUK will telephone the referee and may seek an oral reference instead.

If references which are satisfactory to PTUK are not received within a reasonable timescale, then it may be necessary to withdraw the offer of employment.

## **12.The Bribery Act**

When recruiting for posts that may be vulnerable to bribery risks (such as roles in Purchasing, Marketing or Distribution), and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Company may need to carry out additional checks during the recruitment process.

These checks may include carrying out criminal records, bankruptcy, credit reference checks and/or taking up additional references.

## **13.Qualification Certificates**

All applicants are required to provide evidence of qualifications either in the form of original certificates, which will be copied and then returned or photocopied. Confirmation will be sought from the relevant Examination Board if certificates cannot be produced.

The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.

If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of PTUK at any stage during employment, then the individual will be subject to disciplinary action and may be liable to dismissal.

## **14.Right to Work in the UK and Illegal Working**

It is against the law for PTUK to employ a person who does not have permission to live and work in the UK. PTUK will not employ an individual unless he or she has a legal right to work in the UK.

All offers of employment will be subject to the successful candidate providing the required original documents showing evidence of their right to work in the UK (on an ongoing or restricted basis). The HR Manager will check the necessary documents during the recruitment process. In order for the Company to carry out a check on the Home Office right-to-work checking service, the candidate must have shared their right-to-work details with the employer using the online Home Office service.

The requirement to prove a legal right to work in the UK will apply to every person who is offered employment with PTUK, regardless of their race, nationality or ethnic or national origins.

If an applicant is not able to prove a legal right to work in the UK, then they will be advised to contact the Citizens Advice Bureau for further advice. In these circumstances, the employment offer will be put on hold while further checks are made.

In the event that an individual has time-limited permission to live and work in the UK he or

she must provide evidence of his or her renewed right to live and work in the UK at the expiry of the current permission.

If it becomes evident to the Company during the course of an employee's employment that he or she does not have the right to work in the UK, the Company will, following an investigation into the circumstances and having established that the employee does not have the right to work in the UK, terminate the employee's contract of employment.

If a line manager becomes concerned that an employee in his or her team or department is working in the UK illegally, he or she should report the matter to the HR Manager, giving reasons for the concern. The Operations Director will investigate the matter further.

## **15. Personnel Records & Starter Procedures**

Personnel records are held by the Board of Directors and the HR department. A file containing electronic records is held for each employee in the HR system and will include:

- Contract of Employment.
- Personal information – New Starter Form.
- Next of kin.
- Ethnic origin.
- Home address.
- Copy of passport (or similar proof of right to work).
- Copy of all qualifications.
- Changes to terms and conditions.
- Absence records.
- Current Disciplinary details.
- Records of any Training undertaken; and
- Records of Objectives and Performance Appraisals.

These records are held in a secure online environment, only accessible to the PTUK board of directors and HR manager. This enables information gathering and quick access to employee records. PTUK's accountants have limited access to enable them to pay salaries and expenses. Employees will be asked annually to confirm the information we hold on them is correct.

## **16. Complaints Procedure**

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the Board of Directors stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.

This policy is reviewed annually.

Reviewed: 16/10/2023

## Appendix 1

# Equality Monitoring Form

PTUK wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

All details are held in accordance with the Data Protection Act 2018.

If you have any questions about the form, contact HR Manager.

If you would like the form in an alternative format or would like help in completing the form, please contact HR Manager.

Please return the completed form to the HR Manager.



## Please select the boxes which are relevant to you

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**Gender** Male ☐ Female ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐ No ☐ Prefer not to say ☐

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**Age** 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

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### **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **Asian or Asian British**

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

#### **Black, African, Caribbean or Black British**

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black, African or Caribbean background, please write in:

#### **Mixed or Multiple ethnic groups**

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐ Any other Mixed or Multiple ethnic background, please write in:

#### **White**

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other White background, please write in:

#### **Other ethnic group**

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

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### **Do you consider yourself to have a disability or health condition?**

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual ☐    Gay ☐    Lesbian ☐    Bisexual ☐    Asexual ☐    Pansexual ☐  
Undecided ☐    Prefer not to say ☐

If you prefer to use your own identity, please write in:

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**What is your religion or belief?**

No religion or belief ☐    Buddhist ☐    Christian ☐    Hindu ☐    Jewish ☐  
Muslim ☐    Sikh ☐    Prefer not to say ☐    If other religion or belief, please write in:

**What is your working pattern?**

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Full-time ☐    Part-time ☐    Prefer not to say ☐

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**What is your flexible working arrangement?**

None ☐    Flexi-time ☐    Staggered hours ☐    Term-time hours ☐  
Annualised hours ☐    Job-share ☐    Flexible shifts ☐    Compressed hours ☐  
Homeworking ☐    Prefer not to say ☐    If other, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None ☐  
Primary carer of a child/children (under 18) ☐  
Primary carer of disabled child/children ☐  
Primary carer of disabled adult (18 and over) ☐  
Primary carer of older person ☐  
Secondary carer (another person carries out the main caring role) ☐  
Prefer not to say ☐