

# Biddulph Youth and Community Zone Ltd (BYCZ)

## Recruitment & Employment Policy and Procedures

### Introduction

BYCZ is a community-run organisation. Services are provided through a combination of paid workers and volunteers (including Young Leaders).

Volunteers might help to run particular sessions or services or be a member of the Community Advisory Group (CAG), Young Leaders Group (YLG) or the Board of trustees. They may also support fundraising activities or specific projects and initiatives.

BYCZ is committed to making employment (either paid or voluntary) a fulfilling and rewarding experience. This Policy sets out how we will achieve this from recruitment, to training and development opportunities, to leaving the organisation.

### Recruitment

Employment and Volunteer opportunities will be advertised in a number of ways, including, but not necessarily limited to:

- The Sentinel;
- The Biddulph Chronicle;
- Biddulph Times;
- Local Job Centres;
- School Newsletters – Biddulph High school, James Bateman Junior High, Woodhouse School;
- Moorlands Radio;
- Volunteer Bureau; and
- [www.do-it.org.uk](http://www.do-it.org.uk).

All potential employees and volunteers will be asked to complete an **Application Form**, which will be assessed by the Centre Manager.

In the cases of a paid employment position, those shortlisted will be invited to attend an interview with the Centre Manager and a representative of the Board.

Volunteer applicants will be invited to an informal meeting with the Centre Manager or member of the Board to find out more about the opportunity and the project. This meeting is important for both the volunteer and BYCZ to find out about each other and to help both decide whether the volunteer and volunteer opportunity are well-matched.

Applicants will be contacted shortly after this interview or meeting and either offered the opportunity, or an explanation as to why the position is not suitable for them.

Where the opportunity is accepted, a reference will be needed. For young people on work experience a reference from their school will be sufficient. All employment opportunities, whether paid or voluntary, require the applicant's details to be

checked with the Disclosure and Barring Service (DBS). More information is set out in our **Safeguarding Policy and Procedures**.

### **Equal Opportunity and Diversity**

BYCZ recognises the value of diversity within the organisation. BYCZ's Equality and Diversity Policy contains more information about this.

### **Induction**

All new members of the team need to read the Induction Handbook. This contains important information about:

- BYCZ, its services and activities
- Copies of BYCZ policies
- Information about working at the Centre.

During the first two months, the Centre Manager will take the time to go through all the information that new team members will need to fulfil their duties and to feel comfortable with their role.

### **Probationary Period**

The probationary period will depend on the post appointed to but will be a minimum of two months. This will allow both BYCZ and the employee/ volunteer enough time to see how the placement is going.

The probationary period commences on either the first day of paid employment OR, in the case of volunteers, the first session/meeting worked.

An **Employment Contract** must be signed before paid employment commences which has been reviewed by the Secretary. A **Volunteer Agreement** needs to be signed before the end of the probationary period.

### **Expenses**

All Employees and Volunteers are entitled to re-imbursment of certain out of pocket expenses. Please see the separate **Standing Orders and Financial Regulations** for details of our policy.

### **Supervision and Support**

All new team members will be appointed with a named supervisor/mentor. Often, this will be the Centre Manager but may be the Worker in Charge or a member of the Board.

Supervision and support meetings will be arranged as necessary. Either the employee/volunteer or the supervisor/mentor may request a meeting as and when necessary. It is important to ensure that the employee/volunteer is getting all the support that they need and to make sure that both the organisation and employee/volunteer are continuing to benefit from and enjoy working together.

During the supervision meetings, training needs will also be discussed, and where possible external training opportunities will be made available.

BYCZ will also offer in-house training opportunities to help team members fulfil their role.

### **Insurance**

All employees and volunteers working for BYCZ are covered by BYCZ's insurance policy which includes:

- Employer's Liability £10,000,000
- Public/Product Liability £5,000,000

Those needing to drive as part of their work (either paid or voluntary) will need to ensure that they are covered by their own car insurance.

### **Health and Safety**

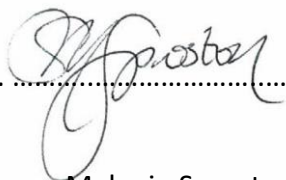
BYCZ has a separate **Health and Safety Policy** and carries out Risk Assessments for all projects and activities.

### **Grievance and Disciplinary Procedures**

This information is set out in the **Disciplinary and Grievance Policies**.

### **Confidentiality**

All employees and volunteers are bound by the **Confidentiality Policy**.

Signed:..........

Print Name:.....Melanie Sproston, Chair

Date:.....30.1.15.....

Reviewed: .....30.1.17, 24.01.19.....

Next Review:.....Jan 2021.....