

Safeguarding

Guy's Gift takes safeguarding and child protection seriously, and expects all staff (paid or voluntary) to uphold the safeguarding policy and procedures in place.

Guy's Gift is committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- DBS check, and overseas criminal record check if applicable
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Equality, diversity and inclusion

Guy's Gift is an equal opportunities employer. We are committed to fairness, equality, diversity and inclusivity through our policy and practice, both with regard to employment and also with anyone who engages with Guy's Gift.

For staff, entry into employment with Guy's Gift and progression within employment will be determined only by personal merit and by the application of criteria that are related to the duties and conditions of each particular post and the needs of the Charity.

Recruitment of ex-offenders

All work carried out with Guy's Gift will have the possibility of contact with children and young people or vulnerable adults, as such all staff are required to have a DBS (Disclosure and Barring Service) check carried out. Employment is dependent on a satisfactory report issued by the service.

A criminal record will not in itself mean that employment cannot be offered. All cases will be considered on an individual basis.

Failure to disclose unspent convictions could result in disciplinary action and/or dismissal.

When employed with Guy's Gift you will be required to have DBS checks regularly, and it is your duty to disclose any convictions during your time of employment.

Selection Process

Application to work with Guy's Gift is made by submitting the Guy's Gift application form. CV and covering letter alone will not be accepted.

Our Safer Recruitment policy outlines how we ensure the right people are recruited for working in roles with Guy's Gift.

Applications are vetted by at least two Guy's Gift team members at management level, at least one of which who has completed Safer Recruitment training.

All applications are assessed against the same standardised criteria, which relates to the Job Description and Person Specification

Successful applicant from this first stage will be invited to interview. Interviews will take place in person with at least two Guy's Gift team members at management level.

Successful candidates from this second stage will be given a conditional offer of employment. The conditions of employment will be dependent on the position applied for, but will include; evidencing the right to work within the UK, satisfactory references being provided, satisfactory return from a DBS check carried out by Guy's Gift and evidence of relevant qualifications.

GDPR

Any information and personal data you share with us is used solely for the purpose of processing your application. Data is held securely and shared only with those authorised to access it.

More information on how we handle personal information and your rights under data protection legislation can be found in our Privacy Statement: <https://www.guysgift.co.uk/privacy>