



Growing Hope |
Registered charity 1176358

Growing Hope, KXC, 237 Pentonville Road,
London, N1 9NG | 07496 528506
info@growinghope.org.uk

Recruitment and employment policy

Safer Recruitment

All employees, freelancers, volunteers and trustees will be recruited via the following process:

- A clear expression of interest must be received and for advertised roles the application form should be submitted in full.
- An interview must be arranged and carried out by a Growing Hope member of staff. This can be a more informal 1:1 conversation for a volunteer or trustee role. However, for paid roles and therapeutic roles the interview panel will consist of at least two Growing Hope representatives, at least one of whom is a member of Growing Hope staff.
- Two references must be provided and telephone checks to at least one referee will be carried out for all contracted staff roles.
- Where an individual will have contact with children a DBS check must take place prior to the individual being sent their contract or signing the volunteer or trustee agreement.

Occupational Requirement

According to the Equality Act 2010, as permitted Schedule 9, Part 1, there is an occupational requirement that any therapist, staff member or volunteer working with Growing Hope is a Christian. The trustees at their discretion may also appoint volunteers of no faith or a different faith if they are able to uphold Growing Hope's values and are working closely with a Growing Hope therapist.

Advertising

Jobs and volunteer roles for Growing Hope can be advertised across different platforms as signed off by the Growing Hope trustees of the Umbrella charity or local clinic. They will be advertised via our social media platforms - requests for this can be sent to marcomms@growinghope.org.uk

Recruiting Lead Therapist's

The process for starting to set up a clinic where there is an interested Lead Therapist will be as follows:

- 1) Contact made through networking or training between a trustee and an individual who may be interested in setting up a clinic in their local church or a local church leader.
- 2) Information shared with potential therapist and their church leader in terms of Growing Hope's business plan and church partnership process.

Providing free therapy for children and young people with additional needs and their families in partnership with local churches across the UK.



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- 3) Local church has the opportunity to explore the interest within their church community and possibility of setting up a local Growing Hope.
- 4) Initial meeting organised between a Growing Hope trustee, church leader and potential therapist. This will provide an opportunity for the Growing Hope trustee to understand the potential of the local therapist
- 5) The local church leader will have a responsibility, together with the lead therapist and clinic manager, to invite individuals to the board of trustees.
- 6) Local church leader and at least one other senior member of the staff team to arrange an interview process for the local therapist in order to assess their suitability to become a part of the local staff team. As part of this process the local church leader should also ascertain whether any other health care professionals with experience working with children and young people, who are part of the local church, would possibly be suitable for the role.
- 7) Growing Hope (umbrella) trustees to receive a CV and references for the potential therapist together with proof that they are a member of the Health Care Professions Council and their professional body.
- 8) If both the local church and Growing Hope are satisfied with the suitability of the therapist then an initial agreement in writing will be drawn up with timescales, specific to the local church, agreed at the time.
- 9) Growing Hope will support the process of applying for charity status.
- 10) Growing Hope will provide set up funding according to the needs of the local Growing Hope.
- 11) Growing Hope will support the new local Growing Hope with their fundraising process.

Where there is not a potential lead therapist the Clinic Set up procedure will be followed and the church and trustees will sign the partnership agreement prior to recruiting for a therapist through advertising on relevant platforms such as social media, church networks, The Royal College of Occupational therapy, The Chartered Society of Physiotherapist and the Royal College of Speech and Language Therapy.

Date Adopted: **March 2019**

Date updated: **June 2021**



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This policy should be considered in line with other Growing Hope policies (e.g. safeguarding, faith policy, conflicts of interest policy).