



Recruitment Policy

1. Purpose

The aim of this Policy is to set out guiding values and standards governing recruitment for Waltham Forest Dyslexia Association (WFDA)

2. Scope

"Recruitment" is defined as the sourcing of appropriate people to deliver the WFDA services. Currently the only staff employed by WFDA are the Charity Manager and the Class Co-ordinator. Anyone else working for WFDA is as a sessional worker and not eligible for staff statutory legislation

Recruitment can take place in a number of ways:

- Through WFDA services
- Through WFDA marketing and publicity literature
- Through contact with tutors or organisers
- Through contact with volunteers and existing or former users of WFDA services.
- Over the telephone
- Via the website
- Through WFDA partner organisations eg PATOSS
- Through information, advice and guidance networking

3. Policy

As an organisation Waltham Forest Dyslexia Association (WFDA) uses the Criminal Record Bureau (CRB) Disclosure service now renamed Disclosure Barring Service (DBS) to assess applications' suitability for positions of trust. The WFDA compiles fully with the CRB/DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. All applicants must also have had a recent police check or be prepared to apply for one.

The WFDA 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 dependents, physical/mental disability or offending background.

The WFDA policy on recruitment is made available on request or by viewing on the website wfda.org.uk to all Disclosure applicants at the outset of the recruitment process.



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The WFDA actively promotes equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates.

The WFDA selects all candidates for interview based on their skills, qualifications and experience relevant to the job. For example the Class Tutor person specification includes a recognised qualification for the teaching of Specific Learning Difficulties (dyslexia).

WFDA is not liable for any insurance claims on sessional workers. It is the responsibility of the sessional workers (such as tutors) to obtain their own Professional Indemnity Insurance such as that provided by PATOSS or any other reputable Indemnity Insurance Companies. For any sessional workers not to hold Indemnity Insurance they do so at their own risk.

Furthermore all staff, sessional workers and volunteers are expected to be committed to the values of the Waltham Forest Dyslexia Association, including the implementation of the Equal Opportunities and Child Protection Policies.

For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that the Disclosure will be requested in the event of the individual being offered the position. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

5. Implementation

- Review recruitment and admissions policy and processes on an annual basis in consultation with the WFDA Board of Trustees.

6. Management

Interview Panel for volunteers

The Charity Manager to supply a potential volunteer with the WFDA Volunteer Form to be completed, and at an interview available opportunities are to be discussed with the Volunteer. Volunteer to be monitored and overseen by Charity Manager and appropriate WFDA workers.

Interview Panel for staff and sessional workers

Minimum of Two Trustees to be on the interview panel. The interview panel to short list the applicants and approve qualification and DBS paperwork.

References to be followed up by Charity Manager.

Charity Manager to supply selected applicant with a letter of engagement and to notify unsuccessful applicants



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8. Links to other policies and documents

Most relevant policies are publicly available through the WFDA's website at <http://www.wfda.org.uk/about/policies>. Please also refer to the WFDA Equal Opportunities Policy; Child Protection Policy

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