



## **RECRUITMENT POLICY**



## Recruitment Policy

### 1. Overview

- 1.1. The Toy Project is committed to having a workforce that represents a variety of backgrounds and cultures and that can provide the relevant knowledge, abilities and skills for our organisation.

### 2. Equality Statement

- 2.1. The Toy Project is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of this policy. The Toy Project will therefore take every possible step to ensure that this policy is applied fairly to all parties, regardless of the aforementioned protected characteristics or any other irrelevant factor.
- 2.2. By committing to a policy encouraging equality of opportunity and diversity, The Toy Project values differences between members of the community and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary charitable service.
- 2.3. Where there are barriers to understanding this policy, eg. an individual has difficulty in reading or writing, or where English is not their first language, additional support will be put in place wherever necessary to ensure that the policy/process to be followed is understood and that the individual is not disadvantaged.

### 3. Policy

- 3.1. We exercise good recruitment practice and apply this equally to temporary, contract, interim, fixed term, zero hours and part-time workers. We will ensure that the best candidate for each post is appointed, based on objective criteria. All candidates will be given the opportunity to demonstrate their skills, knowledge and abilities against the person specification.
- 3.2. We are committed to promoting equal opportunities for all and will not discriminate against applicants on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and religion or belief, sex or sexual orientation at any stage of the recruitment process. We offer flexible working arrangements and adaptive working practices wherever possible as a way of boosting inclusion and attracting talent.
- 3.3. We encourage the recruitment of disabled staff. Reasonable adjustments will be made at all stages of the recruitment process to facilitate a disabled candidate participating fully in the process, and in order for that person to undertake the post.
- 3.4. All of our staff managing and delivering the recruitment process, (whether internal staff or external providers) work to recognised standards, undertake any relevant training/qualification and commit to continuous development.
- 3.5. Our business has a zero-tolerance approach to modern slavery and human trafficking taking place within our business or supply chains.
- 3.6. Offers of employment are subject to pre-employment checks. The checks required will be dependent on the role that is advertised, and whether the applicant is an external or internal applicant. Necessary checks may include Disclosure and Barring Service checks where the role involves work with children, young people and vulnerable adults. Please refer to the Safer Recruitment at The Playroom policy for more information on this.
- 3.7. As an employer, we have the responsibility to prevent illegal working by ensuring that our employees have the right to work in the UK. In accordance with the Immigration, Asylum and Nationality Act 2006, all of our staff must satisfactorily evidence their right to work in the UK by providing a document or document combination from the acceptable document list before they begin employment.
- 3.8. All applications will be treated confidentially in accordance with the Data regulations and laws. All personal information provided by candidates will be treated as confidential.



**Reviewed: February 2025**

**Next Review: February 2027**