



Kids Kinetic LTD Recruitment Policy

1. Policy Statement

Kids Kinetic Ltd is committed to ensuring that our recruitment processes are fair, transparent, and aligned with our organisational values and legal obligations. Our aim is to attract, select, and retain the best talent to support our mission and objectives. This policy outlines the procedures and principles we adhere to in order to achieve these goals.

2. Objectives

- To attract a diverse pool of high-quality candidates.
- To ensure a fair and consistent recruitment process.
- To select the most suitable candidates based on merit and job-related criteria.
- To comply with all relevant employment legislation and best practices.
- To promote Kids Kinetic Ltd as an employer of choice.

3. Scope

This policy applies to all recruitment and selection activities within Kids Kinetic Ltd, including permanent, temporary, and contract positions. It covers all stages of the recruitment process from job vacancy identification to onboarding of new employees.

4. Legal Framework

This policy is guided by and complies with relevant legislation, including but not limited to:

- The Equality Act 2010
- The Employment Rights Act 1996
- The Data Protection Act 2018

5. Recruitment Process

5.1. Job Analysis and Vacancy Identification

- Managers must conduct a job analysis to identify the need for a vacancy and the key responsibilities and requirements of the role.
- A job description and person specification must be prepared, detailing the essential and desirable criteria for the position.

5.2. Advertising Vacancies

- Job vacancies will be advertised internally and externally to attract a diverse range of candidates.
- Advertisements will be placed on suitable platforms including the Kids Kinetic website, job boards, and relevant industry publications.
- All advertisements will include a commitment to equality and diversity.

5.3. Application Process

- Candidates will be required to submit a completed application form and/or a CV.
- Application forms will be designed to capture relevant information while ensuring compliance with data protection regulations.
- All applications will be acknowledged, and applicants will be informed about the recruitment process and timeline.

5.4. Shortlisting

- Shortlisting will be based on the criteria outlined in the person specification.
- A minimum of two people will be involved in the shortlisting process to ensure fairness and consistency.
- Unsuccessful candidates will be informed promptly.

5.5. Interviews and Assessments

- Interviews will be conducted by a panel of at least two people.
- Structured interview questions will be prepared in advance, focusing on the requirements of the role.
- Candidates may be required to complete additional assessments, such as practical tests or presentations, relevant to the position.

5.6. Selection and Offer

- The selection decision will be based on the candidate's performance during the interview and assessments.
- References and background checks will be conducted for the preferred candidate.
- A formal offer of employment will be made, detailing the terms and conditions of employment.

5.7. Onboarding

- New employees will undergo an induction program to familiarise them with Kids Kinetic Ltd, their role, and our policies and procedures.
- Ongoing support and training will be provided to ensure a smooth transition into the organisation.

6. Equality and Diversity

Kids Kinetic Ltd is committed to promoting equality and diversity throughout the recruitment process. We will ensure that:

- No candidate is discriminated against based on age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Reasonable adjustments are made to accommodate candidates with disabilities.
- All recruitment activities are conducted in a manner that promotes inclusivity and fairness.

7. Confidentiality

All information obtained during the recruitment process will be treated as confidential and stored in accordance with data protection regulations. Only individuals directly involved in the recruitment process will have access to candidate information.

8. Monitoring and Review

- The recruitment process will be regularly reviewed to ensure it remains effective and compliant with legal requirements.
- Feedback will be sought from candidates and hiring managers to identify areas for improvement.
- This policy will be reviewed annually or as necessary to reflect changes in legislation or best practices.

9. Signatures

This Recruitment Policy is the authorised version agreed by the Directors of Kids Kinetic Ltd.

All employees involved in recruitment activities are expected to adhere to this policy.

Reviewed: July 2024