**Employing staff for the first time[[1]](#footnote-1)**

There are 6 things you need to do when employing staff for the first time.

1. Decide how much to pay someone – you must pay your employee at least the National Minimum Wage.
2. Check if someone has the legal right to work in the UK. You may have to do other employment checks as well.
3. Apply for a DBS check if you work in a field that requires one, e.g. with vulnerable people or security.
4. Get employment insurance – you need employers’ liability insurance as soon as you become an employer.
5. Send details of the job (including terms and conditions) in writing to your employee. You need to give your employee a written statement of employment if you’re employing someone for more than 1 month.
6. Tell HM Revenue and Customs (HMRC) by registering as an employer – you can do this up to 4 weeks before you pay your new staff.

**What other human resources policies do I need?**

Depending on the size of your organisation, you will need to comply with the minimal legal requirements – for example, a written health and safety policy is required for any organisation with five or more employees.

Currently, you are legally required to have policies on:

* Bullying and harassment
* Discipline/dismissal and grievance (this must be in writing)
* Equality and diversity
* Health and Safety (if you have more than five employees; in writing)
* Maternity/paternity/adoption
* Pay
* Redundancy
* Smoking, drugs and alcohol
* Whistleblowing/protected disclosure
* Working time and time off
* Data Protection Act 2018 (1998) and General Data Protection Resolution 2018

Depending on your size and business, it is good practice to have other written HR policies in place; for example, a policy on the use of company facilities (email, internet and phone use). Having clear policies and procedures means that everyone knows how to ‘behave’ and what to expect. This means that there should be fewer problems with and between employees, and the team will work more effectively.

Additional policies you might consider having (which are not legal requirements) include:

* Confidentiality of information
* Patents and copyrights
* Rewards, benefits and expenses
* Right to search
* Use of company facilities (phone, email, internet, etc.)
* Training and development
* Working for another employer

**Recruitment overview**

This is a short outline what you need to do when you have a vacancy that you want to recruit into. In many ways you would follow the same steps for a volunteer as you would for an employee.

1. Update job description and person specification to decide exactly who you are looking for. Ensure the criteria and wording is in line with equality and diversity legislation. Decide if there is a genuine occupational requirement for the person to be a Christian. (See template job person spec)
2. Decide if you want to ask candidates to complete an application form or submit a CV or both. Make it clear in the advert how you want people to apply for the vacancy. Update the application form template.
3. Advertise the vacancy – your church website, Diocesan Bulletin, social media etc.
4. Screen applications as they come in. The same people who will interview should also review any applications. See shortlisting form.
5. Invite candidates to interview and regret those who you don’t want to interview. See invite to interview and regrets templates. Ask candidates to bring proof of eligibility to work in the UK to the interview.
6. Prepare interview questions and maybe an activity you would like to test candidates with. See interview template. Meet with the other members of the interview panel and decide who asks which questions.
7. Following the interviews, offer the role verbally and see if the candidate accepts. Send conditional offer letter and ask for a signed copy. If the role is working with vulnerable groups also ask candidate to complete the self declaration form. Also ask the successful candidate to complete and return the new starter template and starter checklist. Start the DBS process if required.
8. Ask for references. See templates. The volunteer kids worker reference has specific questions about working with vulnerable groups in the reference form.
9. Check all references, right to work in the UK and DBS checks.
10. Give new employee their contract of employment and information about pension scheme if applicable. Include Disciplinary, Grievance, Health and Safety and sickness policies with contract. Ask for one signed copy to be returned.
11. Induct and review performance regularly during probationary period and then confirm employment.

1. https://www.aspirecambridge.co.uk/blog/2020/03/developing-hr-policies-minimum-legal-hr-requirements/ [↑](#footnote-ref-1)