



## **RECRUITMENT AND SELECTION POLICY**

### **Aim of the Policy**

This policy is intended to set out the values, principles and policies underpinning The Company's approach to recruitment of its staff.

### **Policy Statement**

The aim of the Company's selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment. To this end The Company adheres to **Outcome: 12 Requirements Relating to Workers** of the **Essential Standards of Quality and Safety** and **Regulation: 21 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010**. This relates to operating effective recruitment procedures.

### **Philosophy**

The Company is committed to providing equal employment opportunities to all job applicants irrespective of race, nationality, sex, union membership or disability.

### **Job Posting**

The Company provides employees with an opportunity to indicate their interest in open positions and to advance within the organisation according to their skills and experience.

In general, notices of all regular, full and part-time job openings are posted, although The Company reserves its right not to post a particular opening.

To be eligible to apply for a posted job, an employee must be performing competently in their present position and have held it long enough to make a significant contribution.

The Company encourages employees to talk with their supervisors about their career plans and supervisors are encouraged to support employees' efforts to gain experience and advance within The Company.

An applicant's supervisor may be contacted for an account of an employee's performance, skills, and other factors relevant to any application they may make. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

All applicants are sent an application form and a job description. Only applications made using the proper form and received by the advertised deadline are considered. Applicants are short-listed by comparing their application form with the person specification for the job. All short-listed candidates are offered an interview and given details of the organisation, the position for which they have applied and the terms and conditions of employment.

### **Equal Opportunities Policy**

The Company practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion, ethnic origin, race, disability or union membership (or lack of it). To monitor the equal opportunities' policy all applications (and their ultimate selection or rejection) are thoroughly reviewed. The Company requires all employees and applicants to complete a sex and ethnic origin form through their application process and form.

### **Checks and References**

All offers of employment are made on condition that two satisfactory references and Disclosure Barring Services (DBS) checks are obtained in respect of the applicant. If the references or DBS checks prove to be unsatisfactory, the offer of employment may be withdrawn without the organisation being in breach of contract. However, the final the decision to employ a candidate with a blemish on their DBS will be made by the Commissioning team to whom we are obliged to seek their views in those circumstances. Some staff may already have a DBS and the portability of the DBS will only be accepted were the staff given consent for the company to make an online check through the DBS Update Service. If, however they maybe occasions where the company may need to verify a certificate from a previous employer where there has been no break in employment. Staff will always be asked to sign a self-declaration form.

If a reference, is deemed unsatisfactory, the appointee is told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

The Company makes the required checks as follows.

- Verifying applicants' identity by scrutiny of two identity documents e.g. birth certificate, passport, or equivalent reliable documentation like driving licence.
- Submitting original certificates of training and qualifications.
- Making a declaration of their physical and mental fitness.
- Obtaining a DBS enhanced disclosure.
- Making sure they are not included on the Independent Safeguarding Authority barred lists
- Verifying eligibility to work under Section 8 of the Asylum and Immigration Act 1996

### **Administrative Staff**

Administrative and other staff who are not in regular direct contact with service users are expected to have a DBS Standard disclosure as a minimum, however The Company reserves the right to request a DBS Enhanced disclosure.

### **Job Interviews**

Job interviews provide an opportunity for The Company to get the information it needs about applicants to decide which is most suitable for the position in question. Interviews are not conducted until a completed application form has been received. Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best. Interviewers ensure that they have all the appropriate documentation before the start of the interview. At present interviews are completed via telephone or in online form. Normally, interviews are to

be face to face and there will be a scoring system to ensure that there is regularity and fairness in the selection of candidates.

The assessments made by interviewers are formally recorded on an interview assessment form. Interviewers do not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

### **Registration**

All staff are employed in accordance with the codes of conduct of the General Social Care Council. As the registration of the social care workforce is extended, staff for posts for which registration is mandatory will be employed only on production of satisfactory evidence of their current registration.

### **Offers of Employment**

Terms of appointment and employment between The Company and its employees are always confirmed in writing. If, due to exceptional circumstances, a verbal statement of terms cannot be avoided it is always stated that it is subject to written confirmation.

Formal offers of employment are made in writing after all short-listed candidates have been interviewed.

### **Training**

Managers receive training in interview methods and are made aware of aspects of employment law relating to discrimination and recruitment. All persons carrying out the interviews will be trained in Safer Recruitment Training methods. There will be an emphasis that all staff will undertake Safeguarding children training before they commence their duties as part of their induction programme. Safeguarding will also be on the agenda for all the staff during their supervision.

### **Probation Period**

There will be an initial probation period for all the staff that are selected to work with our organisation as part of our team. There will be however an initial 6-month probation where a number of items will need to be satisfied before anyone can be confirmed in a post. All employees will be expected to pass the Care Certificate

programme as part of their induction process. Additionally, they will be expected to pass the Level 3 Safeguarding course prior to commencement of any frontline posts.