

Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff in Healthcare & Social Care settings is the first step to safeguarding and promoting the welfare of vulnerable adults and children. Major Healthcare is committed to safeguarding and promoting the welfare of all service users in its care. As an employer, the organisation expects all staff to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse service users or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by OFSTED and CQC to ensure that the Major Healthcare meets its commitment to safeguarding and promoting the welfare of adults and children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Major Healthcare has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Major Healthcare aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies with.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- ensure we have effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- ensure that the major Healthcare operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work for the company
- Promote welfare of adults and children and young people at every stage of the procedure.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, Major Healthcare will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the companies commitment to safeguarding and promoting the welfare of children and adults

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Application Forms

Major Healthcare I uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children and adults, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

It is unlawful for Major Healthcare to employ anyone who is barred from working with adults and children. It is a criminal offence for any person who is barred from working with children to apply for a position at Major Healthcare. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

a job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with adults and children.

References

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references that cover a period of 2 years for adult's service and 5 years for children's services which are considered satisfactory by Major Healthcare. One of the references must be from the applicant's current or most recent employer. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with adults or children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

Major Healthcare does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Major Healthcare's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which Major Healthcare considers to be satisfactory;
- Confirmation that the applicant is not named on the Children's or Adults Barred Lists.
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and

- Verification of professional qualifications which the Major Healthcare deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

Major Healthcare is required to carry out an enhanced DBS check for all staff. A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for **any** position at Major Healthcare

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

Major Healthcare applies for an enhanced disclosure from the DBS and a check of the Adults & Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check is to identify whether an applicant is barred from working with adults or children by inclusion on the Adults & Children's Barred List and to obtain other relevant suitability information.

It is Major Healthcare's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is Major Healthcare's policy to re-check employee's DBS Certificates every 12 months and in addition any employee that takes leave for more than three months (i.e.: maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at Major Healthcare are aware of their obligation to inform our client base of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to Major Healthcare office (for employees within 7 days of issue or applicants before they commence work).

Dealing with convictions

Major Healthcare operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;

- changes in circumstances;
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the recruiter. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Human Resources Manager will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at Major Healthcare will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The School does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

Major Healthcare is legally required to verify the medical fitness of anyone to be appointed to Major Healthcare.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Overseas checks


In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by Major Healthcare.

Induction Programme

All new employees will be given an induction programme which will clearly identify the Major Healthcare's policies and procedures, including the Child & Adult Protection Policy, the Code of Conduct and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Record Retention / Data Protection

Major Healthcare are legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, we will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help Major Healthcare discharge its obligations as an employer e.g. so that



the we may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by Major Healthcare for the duration of the successful applicant's employment with the organisation. All information retained on employees is kept centrally in a locked and secure cabinet.

Ongoing Employment

Major Healthcare recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Leaving Employment at Major Healthcare

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against adult's children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Major Healthcare also has a legal duty to make a referral to the DBS in circumstances where an individual:

has applied for a position at Major Healthcare despite being barred from working with children; or

Has been removed by Major Healthcare from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child or vulnerable adult.