

## **RECRUITMENT AND SELECTION**

Bluefield Care Services Ltd

### **Policy Statement**

This organisation's recruitment and selection procedure aims to ensure that the most suitable candidate is chosen for the job, and that all applicants receive fair and equitable treatment both during the recruitment and selection processes. These processes will adhere to relevant employment law practice, guidance issued by the Care Quality Commission (CQC) and Department of Health (DoH). We are also mindful of the changes within the *Equality Act 2010* and of the guidance issued by Government Equalities Office with respect to health questionnaires and health questions allowed during the interview process. Safe recruitment and selection is acknowledged as our first line of defence in the safeguarding our Service User.

### **The Policy**

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to recruitment and selection of its staff. All staff involved in the recruitment process must adhere to this policy. Failure to do so could result in disciplinary action.

### **Job Posting**

The organisation provides employees with an opportunity to indicate their interest in open positions and to advance within the company according to their skills and experience. Generally, notices of all regular, full and part-time job openings are posted, though the company reserves the right to not post a particular opening, for succession planning purposes.

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 organisation 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 organisation.

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

### **Job Advertisement**

Alongside the internal posting of any vacancies, jobs can be advertised in local newspapers, job centres and other media means available eg local news agents. This is to ensure that the organisation benefits from as wide a pool of prospective employees as possible.

### **Personnel Selection**

All applicants are sent an application pack that contains the following: the applicants guide, application form, person specification, and availability sheet. Only applications made using the proper form and received by the advertised deadline are considered. No CVs are accepted.

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 company, the position for which they have applied, and the terms and conditions of employment. Where possible, we strive to have a gender-balanced panel.

### **Equal Opportunities Policy**

The organisation 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 and belief, race, disability, maternity and pregnancy, age, Gender Reassignment, marriage and civil partnership. To monitor the equal opportunities' policy all applications (and their ultimate selection or rejection) are thoroughly reviewed.

We require all employees and applicants to complete an equalities monitoring form. This organisation complies fully with the *Equality Act 2010* including the guidance issued by the Government Equalities Office (GEO)

(<https://www.gov.uk/government/organisations/government-equalities-office>), giving specific exclusions in regard to pre-employment health questions.

### **Checks and References**

These are undertaken by the company and fulfil the requirements of Schedule 3 of the *Health and Social Care Act 2008 (Regulation 2014)*. This includes the following:

- A minimum of 2 references,\* one of which must be from their current or last previous employer;
- Where verbal references are sought these will be recorded and held on file until receipt of written references; any discrepancies will be investigated and recorded;
- Documentary evidence of relevant qualifications, full employment history and satisfactory information about their ability to work within a Regulated Activity;
- A "Right to work! Check.
- A DBS at enhanced level, which must include all original identification documentation as set out on the form;
- Any immigration documentation, if appropriate, where a work permit is in place;
- Verification of reason for leaving previous employment;
- Identity documents verified
- Photograph of employee

### **Please Note:**

Applicant with a DBS who are part of the update service can be checked immediately on the DBS website by the manager.

\* Where a reference does not give sufficient information as requested we will seek a third referee.

## **Administrative and Support Staff**

Administrative and other staff who are not in regular direct contact with Service Users are expected to have a DBS Standard disclosure. The DBS are continually updating the list of those who are and are not eligible for a DBS on their website.

## **Employment of Staff from Overseas**

Staff recruited from overseas will, in addition to all the above checks, be subject to immigration legislation requirements.

## **Procedures where DBS Checks are not 'Available at Time of Starting'**

In cases where it is proving impossible for newly appointed care staff from the home country or overseas to obtain an enhanced DBS disclosure the company follows the regulations and CQC guidance by:

- Arranging for new staff to have a structured induction programme in which they carry out their work under supervision at all times
- Closely monitoring the appointee's work settings
- Informing the Service Users of the position regarding lack of confirming information
- Terminating the employment if the DBS disclosure is unsatisfactory on receipt.

## **Job Interviews**

Job interviews provide an opportunity for the organisation to acquire the information it needs about applicants in order to decide who is most suitable for the position in question.

Interviews are conducted after applicants have been shortlisted.

Every attempt is made to ensure that interviews are conducted under conditions that are conducive to interviewees being able to demonstrate themselves at their best. Interviewers, for their part, ensure that they have all the appropriate documentation before the start of the interview.

The assessments made by interviewers are formally recorded on an interview assessment form. Health questions are asked at interviews where the applicant is required to be fit and mentally able to undertake the tasks, and where those tasks are an intrinsic part of the job. All interviewers are familiar with the guidance issued by the GEO (<https://www.gov.uk/government/organisations/government-equalities-office>).

**Please Note:** where Service Users form part of the selection process there must be clarity regarding their role. It must be clearly identified from the outset of the process whether their involvement is of a formal or informal nature. Formal participation in the interview process means being part of the recruitment process, including the recording and consideration of their views. Informal participation in the interview process means that their views do not form part of the consideration of the appointment.

## **Code of Conduct**

All staff are employed in accordance with the Code of Conduct issued by Skills for Care.

## **Offers of Employment**

These are made only on satisfactory completion of all of the above. We are aware of the requirements of the *Disability Discrimination Act 1995* and due diligence will be exercised where reasonable adjustments are a consideration.

## **NICE Guidelines**

### **Older people with social care needs and multiple long-term conditions [NG 22] Published November 2015**

This guideline covers planning and delivery of social care and support for older people who have multiple long-term conditions. It promotes an integrated and person-centred approach to delivering effective health and social care services. As an organisation we are working towards ensuring these guidelines are implemented, proportionate to our service, using the tools and resources available from NICE in relation to safe recruitment and effective staff training and support.

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