

Staff Recruitment, Selection and Vetting

1. Introduction

All staff are recruited through careful and thorough selection and vetting procedures, designed to protect service users, and achieve appropriate competencies and balance in the staff group. Recruitment procedures will ensure that those appointed are of good character, and have the necessary qualifications, skills and experience.

Selection and vetting procedures for the selection and recruitment of workers will be carried out in accordance with current legislative and good practice guidance. This includes a requirement for the person to be mentally and physically able of doing the job. It may be necessary to seek professional Occupational Health advice to establish this.

Exclusive Secure Care Services are committed to compliance with statutory obligations imposed by the Rehabilitation of Offenders Act 1974 and the Police Act 1997 and, as appropriate, are committed to compliance with statutory obligations imposed by the Equality Act 2010. Where there is doubt over the application of employment legislation, guidance will be sought.

Staff recruitment operates within an equal opportunities policy and, as appropriate, allows for the application of genuine occupational qualification exemptions on grounds of race and/or sex.

All staff are required to evidence all satisfactory checks as set out in Schedule 3 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010.

Relevant checks are undertaken on probable employees, inclusive of Disclosure and Barring Service, reference and health checks. No member of staff will take up employment within the service until all checks required in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 are completed and satisfactory. Prospective employees must produce evidence of identification, including a recent photograph, and of current registration with the relevant professional body/regulator, and right to work in the UK (if applicable.)

Temporary, agency, bank and voluntary staff, and any practitioner working under practising privileges, are subject to the same level of checks and a similar selection criteria as staff recruited directly. Staff provided by an agency service are known to be fit and physically and mentally able to perform their role through confirmation in

writing from the agency that all necessary checks have been carried out in relation to each staff member being supplied.

The management have in place systems for recruiting staff, which include an effective system to decide on appointment, or refusal of appointment, of staff or others likely to have regular contact with service users at the service, in light of any criminal convictions or other concerns about suitability that are declared or discovered through the recruitment process.

Proof of qualifications of employees will be ascertained before the person is confirmed in post.

Satisfactory explanations will be sought in respect of gaps in the record of education and employment and other discrepancies in application forms, before appointments are offered.

The Management Team have provided clear policy and procedural guidance for assessing and supporting staff during their probationary period, identifying staff who should not be confirmed in post, and ensuring that appropriate notifications are made.

2. Recruitment Process

Exclusive Secure Care Services seeks to ensure equitable treatment for all job applicants, undertaking not to discriminate in accordance with UK law and selecting candidates on merit in accordance with the Equal Opportunities Policy.

In accordance with statutory requirements, Exclusive Secure Care Services recognises that in providing services to vulnerable groups, it must ensure the stringent vetting and monitoring of job applicants/employees/visitors to prevent service user abuse and to ensure their safety at all times.

3. Process

The Management Team must ensure that all job descriptions (JD), personnel specifications (PS) and adverts are drafted to reflect the duties of the job and the qualifications/skills/knowledge/relevant experience required of the candidate. All vacancies must be advertised internally and externally.

Interview panels should consist of a minimum of two interviewers one of whom must be the Line Manager. By reference to the specified criteria (JD, PS etc.) they must shortlist the candidates and record the reasons for their short listing decisions. Those not selected for interview should be advised in writing. Short listed candidates should be invited to an interview and asked to bring original documents to prove their legal right to live and work in the UK (see Permission to Work Documentation list).

The panel members must prepare and record questions before the interview which must relate to the specified criteria of the post. Notes must be taken of the candidate's responses and an interview assessment record completed. The panel's aim is to gain as much information as possible about the candidate in order to make a judgement on their suitability for the post. Unsuccessful candidates must be notified in writing.

4. References and Disclosure and Barring Service Checks

Any formal initial job offer (which must be made in writing and cover the basic terms) must be made subject to two satisfactory references and, as necessary, an acceptable DBS disclosure being obtained.

The initial offer letter is sent out by the Operational Lead, a successful candidate cannot start work until these documents have been received and verified.

The candidate's latest employer should normally provide one reference confirming they are suited to this work, and verification of the reasons why they left the employment should be sought

In the event of an unsatisfactory DBS disclosure and/or reference, the offer of employment may be withdrawn.

5. Starter documentation

The Operational Lead

- ✓ Checks and verifies all documentation is correct
- ✓ Ensures the Statement of Employment and Staff Handbook are issued once they are satisfied with the personnel file.
- ✓ Ensure the individuals offer letter with a terms and conditions of employment document are then sent out in the post.
- ✓ An acceptance of the offer must be received by the Operations Lead within 8 weeks of commencing work.
- ✓ The Operational Lead should ensure that a starter form is completed and signed by the Management Team.
- ✓ The Operational Lead coordinates the individuals training and induction programme.

6. Disclosure and Barring Service Renewals

Also see Disclosure and Barring Update Service.

Exclusive Secure Care Services will ask that all staff renew their DBS disclosure:

- Every 3 years for all staff or annually using the DBS Update Service

7. Recruitment of Ex-Offenders

Exclusive Secure Care Services supports vulnerable adults and under the Rehabilitation of Offenders Act, candidates for employment have a legal obligation to disclose any criminal convictions and/or cautions, irrespective of whether they have been 'spent', in the Company's Job Application Form. Failure to disclose such information could lead to the withdrawal of an offer of employment.

Any such information disclosed must be kept in strict confidence and must only be taken into account in respect of the candidate's suitability for the job, the nature of which - working with vulnerable groups for example, require that criminal convictions be considered. Successful candidates are required, for verification purposes, to apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure and cannot commence employment until satisfactory clearance has been secured.

In the event of a disclosure, either at the time of Job Application Form completion, or on receipt of an enhanced disclosure from the DBS, the nature of the conviction or caution must be considered against the job the successful candidate has applied for and if, insufficient correlation between the two, the candidate must commence employment and be afforded all opportunities in the same way as other employees.

In the event of a disclosure which in the opinion of Management Team shows a strong correlation between the conviction and the requirements of the job – the offer of employment should be withdrawn.

8. Handling Disclosure Information

Storage and Access

Disclosure information must be kept securely in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties

Handling

Disclosure information must only be passed to those who are authorised (and recorded) to receive it in the course of their duties. It is a criminal offence to pass this information to anyone who is not authorised to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Disclosure information is normally retained for up to six months unless exceptional circumstances necessitate a longer period.

Disposal

Disclosure information will be destroyed by secure means (e.g. shredding), with no copy being made, once the retention period has elapsed. However details such as date of issue, type of disclosure, associated job, reference number and details of the recruitment decision will be recorded.