



Recruitment & Selection Policy

September 2015

RECRUITMENT AND SELECTION

Name: Maison Care 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 resident.

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 e.g online recruitment. 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. 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.

DBS Completed Checks That Contain a Conviction, Caution or Comment.

Where we receive a DBS check back that has details of a conviction, caution or comment the candidate will be invited to refer to our DBS policy. The following circumstances will apply

- We are satisfied that the caution, conviction or comment was made available to us at the earliest opportunity. The candidate should disclose this on their application form in the first instance, as this is used to short list candidates. Failure to do this will result in the candidate being unsuccessful with their application.
- The caution / conviction or comments are such that we feel the candidate will not pose a risk to service users / staff or the local community. A panel comprising of at least two managers and two directors will ascertain this. Further advice will be sought from external individuals should it be deemed necessary. Risk assessments will then be put in place.
- Should the conviction / comment or caution automatically bar the candidate from working with vulnerable adults / children then they will be unsuccessful with their application.

Administrative and Support Staff

Administrative and other staff who are not in regular direct contact with residents 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 residents 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>)

Valued Based Recruitment

This organisation not only acknowledges the importance of safe recruitment but recognise the importance of retention. To support this we use a value-based recruitment tool as part of the recruitment selection process

Codes of Conduct

All staff are employed in accordance with the codes 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.

Related Policies

Adult Safeguarding

Code of Conduct for Workers

Data Protection

Disclosure and Barring Service (DBS)

Equal Opportunities

Monitoring and Accountability

Overseas Workers

Recruitment of Volunteers

Young People and Employment

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This policy will be reviewed by Maison care Ltd

Signed:

Date:

Review Date: