

SDA CARE

building independence and
enabling our young people

Safer Recruitment Policy and Procedure [PR12]

Last Amended 28/03/2019
Last Reviewed 01/10/2019

#WEBELIEVEINYOUNGPEOPLE

PURPOSE

To support Social Development Agency Care Ltd in providing a fair, consistent and effective approach to the recruitment of all employees, in accordance with employment law and best practice.

To provide a framework for recruitment, onboarding & induction and training within Social Development Agency Care Ltd, this policy will dovetail with those other named policies and procedures.

To meet the legal requirements of the regulated activities that Social Development Agency Care Ltd is registered to provide:

- Immigration and Asylum Act 2016
- The Rehabilitation of Offenders Act 1974
- Employment Rights Act 1996
- Equality Act 2010
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012
- General Data Protection Regulation 2016

OBJECTIVES

To recruit and retain skilled people by use of safe processes, that enable Social Development Agency Care Ltd to achieve and deliver its aims and values.

POLICY

It is the responsibility of Mr David Mitchell to:

- Comply with this policy and all related Social Development Agency Care Ltd recruitment procedures
- Ensure that all necessary pre-employment checks are carried out including, where applicable, temporary, secondment and agency staff
- Maintain and update knowledge in relation to recruitment and procedures
- Ensure that recruitment is applied fairly to all
- Seek advice if information comes to light at any stage of the process which may impact on the employment offer
- Ensure that any member of staff responsible for the recruitment of others has the appropriate skills, experience and knowledge to undertake this role competently

The interview stage of the recruitment process at Social Development Agency Care Ltd will assess the applicant against agreed standards and the interview will be documented. Specific attention will be given to avoiding discrimination of any kind. The recruitment framework will be achieved through values-based recruitment, as per the philosophy of care at Social Development Agency Care Ltd.

Recruitment will be carried out by use of the suite of records for Social Development Agency Care Ltd. These templates are available for Mr David Mitchell to access for all elements of the

recruitment process to ensure consistency and quality.

Social Development Agency Care Ltd will have due regard and compliance with data protection legislation in relation to the archiving and retention of candidate application forms and associated documentation.

Social Development Agency Care Ltd staff responsible for any aspect of recruitment will have an awareness and current knowledge of the impact of the EU settlement scheme on immigration and the workforce. Resources are available within the Further Reading section of this policy.

PROCEDURE

Identifying a Vacant Post

When a vacancy arises, Mr David Mitchell will consider the most appropriate way to cover the work. Mr David Mitchell will review the staffing levels, skill mix and working patterns in their team to identify any potential redeployments.

The job description and person specification will be updated to reflect any additions or alterations of the role. Please refer to the suite of Social Development Agency Care Ltd job descriptions and person specifications which outline the key duties and responsibilities for safeguarding.

A document is available within the Forms section to support rationalising the business case for filling a vacancy.

Advertisement

Alongside the job description and person specification, the advert for the role will be produced. This will include:

- A statement of Social Development Agency Care Ltd values and its commitment to safe recruitment and working with vulnerable adults
- The job title, salary, hours and location
- The contract type
- The closing date and potential interview dates (if known)
- Contact details for further information and guidance on how to apply
- That the role will be subject to DBS checks
- The role, skills and qualifications necessary
- The necessary standard of spoken English required for the role

The advert will be placed in the preferred sources as agreed by SDA Care and a copy of the vacancy accessible to staff, e.g. staff notice boards.

Shortlisting

Candidates need to complete an Application Form. CVs will not be accepted.

Shortlisting of received application forms will involve a process of reviewing the application against

the person specification which will be carried out by two people. The job specification will be used to ensure that a consistent approach is taken.

Whilst shortlisting, staff will check that the Application Form is fully complete and highlight any inconsistencies (such as gaps in employment) that can be addressed during the interview stage. All candidates who meet the criteria and who have indicated that they have a disability will be automatically shortlisted and reasonable adjustments to the recruitment stages will be implemented to ensure that candidates receive a fair process.

Invitation to Interview

Sufficient notice will be given to the candidate invited to interview.

When arranging the interview, staff must request the candidate brings ID with them, a copy of which will be held on the candidate's personnel file if successful.

For unsuccessful candidates, information will be retained and destroyed in line with the Archiving, Disposal and Storing of Records Policy and Procedure.

A template invitation to interview letter is available within the Forms section of this policy.

The Interview Process

Before the interview day, staff must set time aside for a review of the shortlisted application forms or telephone screens.

Staff will:

- Check that educational qualifications are appropriate and adequate
- Check work history, note and investigate all periods of no work
- Note any declared requirements for adjustments for disability
- Check the suitability of the supplied references
- Check the applicant's Disclosure status

If any areas for further discussion are identified as above, these will be added to the interview questions. Upon the interview day, staff will also:

- Check that identity has been clearly satisfied, and recent photographs supplied
- Check that all claimed relevant qualifications are accompanied by documentary evidence

Two people will conduct the interviews, one of whom will be the immediate supervisor or manager of the post being advertised. Interview questions will be agreed and standardised for all candidates.

NB: If the interview is carried out by only one person as a result of staff resource issues on the day, the interviewer will be the immediate supervisor or manager of the post advertised and the interview will be preceded by a tour of Social Development Agency Care Ltd accompanied by a member of the staff team on duty. That team member will report their personal impressions of the candidate to the interviewer before the interview and will be consulted about the employment decision.

Interview Environment

An interview room will be prepared that enables the candidate to feel relaxed, whilst ensuring that interviews will be private and uninterrupted.

Where possible, arrangements will be made for someone to receive candidates at the door, with instructions to deliver them to a waiting area, making them feel welcome.

All members of staff will have been made aware that interviews are taking place, so that candidates are welcomed appropriately, and the interviewer is informed of their arrival. The candidate will be offered refreshments and supported to feel as comfortable as possible.

During the Interview

At the start of the interview, the interviewer will provide a brief outline of Social Development Agency Care Ltd philosophy and culture as well as gaining assurance of the role being interviewed for.

During the interview, all set questions will be asked, noting answers on the sheets provided.

The candidate will be informed that, if they are successful in their application, the job offer will be subject to the receipt of two satisfactory references, one of which must be from the previous employer and that they cannot start work until those references have been received in writing. They will also be informed that their appointment will be subject to satisfactory information being received from the DBS and that although they can start work before the reply is received, the offer of employment will be conditional on the content of the reply and cannot be confirmed until a satisfactory reply has been received.

On completion of interview questions, the candidate will be provided with the opportunity to ask any questions. The candidate will be thanked for attending and informed of when the decision will be made, and how they will be informed.

Once the candidate has left, the score sheet will be completed.

Internal Candidate Interviews

In the case of internal candidates, the full procedure detailed above will be carried out, but the completion of forms and interview questions will be adjusted to take account of prior employment with Social Development Agency Care Ltd.

Post Interview

Following each interview, all candidates will be reviewed to critically question all reasons for rejection and acceptance, with no discrimination. If the interviewer is unsure of their proposed decision, they MUST consult Mr David Mitchell or senior management for further guidance.

It is important that particularly comprehensive notes are made if the person(s) offered the post(s)

is not the highest scoring candidate. The crossing out of notes is not permitted, and any alteration must be scored by allowing the original to be legible and signed by the person making the alteration.

For all accepted candidates, they will be contacted offering them the post. A template offer letter can be found in the Forms section of this policy.

A rejection or a holding letter must be completed for every unsuccessful candidate, as appropriate.

Eligibility to Work in the UK & Identity Checks

Staff will refer to the Right To Work Checks Policy and Procedure in place at Social Development Agency Care Ltd for full advice.

Staff can refer to www.ukba.homeoffice.gov.uk for current information and support with all aspects of eligibility to work.

English Competency Checks

Social Development Agency Care Ltd will ensure that staff have the required level of English language competence for the role, which allows them to deliver a high standard of care to all Service Users.

For those candidates already registered with a professional body, Social Development Agency Care Ltd can be assured that they will already have the required level of English competency for their profession. Social Development Agency Care Ltd will conduct competency checks when reviewing their profession registration.

For candidates from outside the UK, Social Development Agency Care Ltd has a duty to ensure that they have the appropriate levels of English competency for the role, in line with the Equality Act 2010.

Social Development Agency Care Ltd will measure the language competency of candidates through the application or as part of the interview process. Candidates may demonstrate that they:

- Have passed an English language competency test
- Hold a degree or relevant qualification in English from a recognised institution
- Have lived in a multi-lingual household where English was the primary form of communication
- Are a national of a majority English speaking country
- Have worked in an organisation or institution where English was their primary language
- Have pursued part of their education in the UK

Social Development Agency Care Ltd will work with Service Users to determine the appropriate levels of proficiency for each role, as proportionate to the duties and responsibilities undertaken.

References and DBS

Staff will refer to the References Policy and Procedure and DBS/Disclosure Policy and Procedure for clear direction and support. Reference template letters can be found in the Forms section of this policy.

Qualifications

Social Development Agency Care Ltd will ensure that where applicable to role, candidates have the necessary qualifications. All applicants are required to provide, at interview, evidence of any qualification that is required for the role. This evidence must then be photocopied and retained within the new employee's personnel record.

Registered body registration checks will be made accordingly when employing professionally registered individuals.

Managing Conflicts of Interest

Where there is a potential conflict of interest during the recruitment process, such as a candidate having a personal relationship with a member of staff, Mr David Mitchell will refer to the Relationships at Work Policy and Procedure.

As a minimum:

- Job applicants will be required to declare on their application any personal/work relationship
- The prospective member of staff will not be interviewed by the person they have a personal relationship with
- The prospective member of staff will not be appointed into a post which results in a line management relationship with someone with whom they have a personal relationship

Withdrawal of Offers

If, after careful consideration, it is decided to withdraw the conditional offer of employment, the grounds for withdrawal must be very clear, e.g. due to unsatisfactory references or other employment checks and the offer of employment rescinded in writing. This decision must be made in conjunction with Mr David Mitchell or other senior management.

Complaints

Where an applicant, either internal or external, has a complaint about the recruitment process, they can direct their complaint in writing to Mr David Mitchell who will follow the Complaints, Suggestions and Compliments Policy and Procedure.

DEFINITIONS

Candidate

- A candidate is a person who has applied for a role
- They may be an existing employee or an external applicant
- The individual is known as a candidate until they commence employment when they become an employee

Recruiting Manager

- The recruiting manager is the manager of the vacant role who has taken responsibility for recruiting to the role
- They may be the line manager or another senior manager

Key Facts - Professionals

Professionals providing this service should be aware of the following:

- A vacant post allows the opportunity to review staffing within Social Development Agency Care Ltd and ensure that the needs of the Service Users are being met
- Job specifications and descriptions are subject to ongoing review and are adapted to meet the changing needs of Social Development Agency Care Ltd
- All candidates are subject to DBS, eligibility to work in England and identification checks
- A standardised approach is taken from application to interview to ensure that a fair and equal recruitment process is followed

Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- Social Development Agency Care Ltd recruits staff who have the right skills, values and ability to do their jobs well
- There are robust procedures in place to ensure that only the right candidates are employed
- You are fully encouraged to be part of the interview process and can discuss this with Mr David Mitchell.