

HARPENDEN MENCAP

The voice of learning disability

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Staff Recruitment and Selection Policy

Policy Statement

This policy is intended to set out the values, principles and policies underpinning Harpenden Mencap's approach to recruitment and selection of its staff.

Harpenden Mencap will comply with all current legislation and registration requirements by ensuring that:

- a. recruitment and selection procedures are based on equal opportunities and the involvement of service users and their representatives wherever possible
- b. recruitment and selection procedures focus on the protection and safeguarding of service users
- c. stringent procedures for recruiting volunteers are followed which include appropriate checks with the Disclosure and Barring Service if necessary and decision-making is based on the outcomes of the checking
- d. a minimum of two written references, one of which will be from the applicant's most recent employer, are obtained after a job offer, but before an appointment is confirmed and the person is allowed to commence work
- e. when a suitable candidate has been identified, a job offer will be made subject to reference checks
- f. a full employment history is obtained and gaps in the appointee's employment record are routinely explored

g. all new staff are confirmed in post following completion of a satisfactory criminal records enhanced or standard check, depending on the post,

h. all staff receive statements of terms and conditions.

Procedures

Job Vacancies

1. The aim of the service's selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment.

2. The service provides its existing staff with an opportunity to indicate their interest in vacancies as they come up and to advance within the service according to their skills and experience. In general, notices of all regular, full and part-time job vacancies are posted internally as well as being advertised externally.

3. To be eligible to apply for a vacancy, an existing staff member must be performing competently in their present position and have held it long enough to make a significant contribution to the new role.

4. The service encourages staff members to talk with their supervisors about their career plans and supervisors are encouraged to support staff members' efforts to gain experience and advance within the organisation.

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

Selection

1. All applicants whether responding internally or externally are sent an application form and a job description. Only applications made using the proper form and received by the advertised deadline are considered.

2. Applicants are shortlisted by comparing their application form with the person specification for the job.

3. All shortlisted candidates are offered an interview and given details of the care service, the position for which they have applied and the terms and conditions of employment.

Equality, Diversity and Inclusion Policy

The service practises 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, age or perceived age, religion, ethnic origin, race, disability or union membership (or lack of it). All applications (and their ultimate selection or rejection) are reviewed against equality and diversity criteria.

Job Interviews

1. Job interviews provide an opportunity for Harpenden Mencap to get the information it needs about applicants to decide which is most suitable for the position in question.
2. Interviews are not conducted until a completed application form has been received.
3. Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best.
4. Interviewers must ensure that they have all the appropriate documentation before the start of the interview. The assessments made by interviewers must be formally recorded on an interview assessment form. Interviewers must not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

References

1. All offers of employment are made on condition that a minimum of two satisfactory written references are obtained in respect of the applicant, one of which will be from the person's most recent employer, where this is applicable. If the references prove to be unsatisfactory, the offer of employment may be withdrawn without the Harpenden Mencap being in breach of contract.
2. Applicants should confirm in writing that their present employer may be approached for a reference.
3. If a reference is deemed unsatisfactory, the appointee should be told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

Criminal Records Disclosures and Barred List Checks

1. Before confirming someone's appointment, Harpenden Mencap is required to carry out checks with the Disclosure and Barring Service.

2. For staff who work in regulated activity as defined by the Protection of Freedoms Act 2012 the organisation must apply for an enhanced criminal records check.

3. For staff in non-care roles, who have some but not regular contact with service users in the course of their work, e.g. office staff, the service applies for a standard criminal records check.

4. The service is committed to following the current guidance on criminal records and barring list checks issued by the Disclosure and Barring Service, and reviews its policies according to any new guidance that it issues.

5. A person who has applied for a care role whose name appears on one of the barring lists will clearly not be eligible for appointment. As all employees are likely to have some contact with residents it is highly unlikely that a barred applicant would be accepted for a non-care role, which does not involve regulated activity. There might be exceptions made to this general rule depending on the reasons for their being on a barred list and the non-regulated activity post for which the person has applied. Such issues would need to be fully investigated and a decision would be made on the outcomes of the investigation and a risk assessment.

6. A person who has applied for either a care or a non-care role, who has an unspent criminal conviction as shown by the DBS check (but in the case of care role applicants is not on a barred list) will not automatically be rejected for the post for which they have applied. A decision to appoint or not will take in to account the details of their convict and the outcomes of a risk assessment, which will ensure that no-one is put at risk as a result of any decision to make an appointment.

8. Harpenden Mencap retains criminal records checks in secure conditions observing access to records and data protection protocols like any other personal information it holds on its staff members.

9. Harpenden Mencap keeps all criminal records checks obtained at the recruitment stage until after its next inspection so that it can provide evidence that it is complying with its legal requirements for making these checks.

Foreign Workers

Harpenden Mencap employs foreign workers only after confirming their legal status and entitlement to work in this country and after making equivalent checks on their criminal records and fitness to work with vulnerable people.

Agency Staff

Harpenden Mencap recognises that it is the responsibility of any employment agency who supplies staff to the home to have carried out all the required DBS checks. The service always seeks confirmation from the agency that it has carried out these checks and can verify that it has done so. It regularly reviews the practices of any agency that supplies staff to the service to make sure that all required checks are being carried out.

Offers of Employment

1. Harpenden Mencap always confirms in writing new staff members' terms of appointment and employment. Verbal offers are always followed up as quickly as possible by a letter of confirmation.
2. Formal offers of employment are made in writing only after all short-listed candidates have been interviewed.
3. Confirmatory letters will include terms and conditions of employment, pay, dates of starting, periods of notice, references to the home's codes of conduct and contents of the staff handbook.

Signed: Karen Stafford

Date: February 2018

Policy review:
Reviewed and updated – February 2017
