



## **Safer Recruitment Policy**

### **introduction**

Ace Homecare is committed to safeguarding and promoting the welfare of vulnerable and elderly adults and expects all staff to share this commitment. Ace Homecare is committed to providing the best possible care and training to its staff and to provide a supporting working environment to all its members of staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

### **Aims**

The aims of the recruitment policy are:

- Adopt recruitment procedures that help deter, reject or identify people who might abuse vulnerable adults and the agency meets its commitment to safeguarding and promoting the welfare of vulnerable and elderly adults by carrying out all necessary pre-employment checks.
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensuring that the recruitment and selection of all who work within the agency is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

### **Equality Statement**

At Ace Homecare we are committed to ensuring equality of opportunity for all service users, staff, family members and carers receiving services from the agency, irrespective of race, gender, special educational needs, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the agency feel proud of their identity and able to participate fully in care planning.

### **Procedures**

#### **Applications**

All applicants must submit an Ace Homecare Application Form. This informs applicants that any previous employer may be contacted. Applicants are asked to declare all criminal convictions

whether “spent” or “unspent” and include any cautions and pending prosecution. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

### Job Description

This states clearly:

- The main duties and responsibilities of the post;
- The individual's responsibility for promoting and safeguarding the welfare of the vulnerable adults.

### Short-listing

The applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail.

### References

The agency will take up on short listed candidates prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the agency. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with vulnerable adults, then the second reference should be from the employer with whom the applicant most recently worked with vulnerable adults. Neither referee should be a relative or someone known to the applicant solely as a friend. Referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with vulnerable adults. Referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

The agency will only accept references obtained directly from the referee and not provided by the applicant or on open references or testimonials. The agency will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

### Interviews

- These will, whenever possible, be face-to-face.
- Interviews will be conducted by a minimum of two people.
- At least one member of the panel will have completed Safer Recruitment training
- The panel will agree a set of questions in advance relating to the requirements of the post.
- A written record will be kept of the outcome of the interview.

### Pre Appointment Checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the agency's standard terms and conditions of employment
- the receipt of two references (one of which must be from the applicant's most recent employer) which the agency considers to be satisfactory; candidate's identity, from current photographic ID and proof of address
- a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity. Where the position amounts to “regulated activity” confirmation that the applicant is not named on the Adults Barred List administered by the DBS. A check of the Adults's Barred List is not permitted if an individual will not be undertaking ‘regulated activity’.

Whether a position amounts to 'regulated activity' must therefore be considered by the agency in order to decide which DBS checks are appropriate. a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available

- Verification of the candidate's mental and physical fitness to carry out their work responsibilities. In line with KCSIE guidance, a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- Verification of the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then the agency follow advice on the GOV.UK website;
- completion of overseas check as required
- Verification of professional qualifications

#### Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents.

Applicants must bring:

One document from Group 1 and two further documents from either of Group 1, Group 2i or Group 2ii, one of which must verify the applicant's current address; and original documents confirming any educational and professional qualifications referred to in their application form.

List of valid identity documents

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)

- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth);

Full or short form acceptable including those issued by UK authorities overseas, such as Embassies,

High Commissions and HM Forces

Group 2i: trusted government / state issued documents

- current UK driving licence (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General

Registrar Office / relevant authority i.e. Registrars)

- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK) fire arms licence (UK and Channel Islands)

Group 2ii: Financial / social history documents

- mortgage statement (UK or EEA)\*\*
- bank / building society statement (UK and Channel Islands or EEA)\*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)\*
- financial statement \*\* - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement \*\*(UK and Channel Islands)
- council tax statement (UK and Channel Islands) \*\*
- work permit / visa (UK) (UK Residence Permit) \*\*
- letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants

residing outside the UK at the time of application)

- utility bill (UK)\* – not mobile telephone

- benefit statement\* - e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement

(UK and Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security

- EU national ID card
- cards carrying the PASS accreditation logo (UK)

\* Less than three months old

\*\* Less than 12 months old

Applicants who have changed his / her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change. The agency asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the agency may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The agency does not discriminate on the grounds of age.

### **Criminal records check**

- The agency applies for an enhanced disclosure from the DBS in respect of all prospective staff.
- The agency will verify the original DBS document provided by the applicant.
- The agency applies for an enhanced disclosure from the DBS and a check of the Adults's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the agency which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).
- The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with adults by inclusion on the adults's Barred List maintained by the DBS.
- It is for the agency to decide whether a role amounts to 'regulated activity' (See Appendix 1) taking into account all the relevant circumstances. The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the agency. The original disclosure certificate is provided to the agency prior to the first day of employment. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the agency.
- DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s).
- The agency will make referrals to the DBS and in line with the agency's Safeguarding and vulnerable adults Protection Policy.

### **Prohibition Orders**

A check of any prohibition will be carried out using the Employer Access Online Service.

### **Recruitment of ex-offenders**

The agency will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. If an applicant has a criminal record this will not automatically bar him / her from employment within the agency. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6.2 below. All positions within the agency are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (See DBS Filtering Guide 2013) A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence. It is unlawful

for the agency to employ anyone who is barred from working with vulnerable adults. It is a criminal offence for any person who is barred from working with vulnerable adults to attempt to apply for a position at the agency. The agency will make a report to the Police and / or the DBS if:

- it receives an application from a barred person
- it is provided with false information in, or in support of an applicant's application
- It has serious concerns about an applicant's suitability to work with vulnerable adults.

### **Data Protection and Record Keeping**

If an applicant is successful in their application, the agency will retain on his / her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the agency to discharge its obligations as an employer e.g. so that the agency may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the agency for the duration of the successful applicant's employment with the agency. It will be retained for a period of six months after employment terminates after which it will be securely destroyed. The agency will retain all interview notes on unsuccessful applicants for a 6 month period, after which time the notes will be confidentially destroyed. Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the managing director within 6 months of the interview date.

### **Employment Records**

The agency's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. The agency will store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the agency's Senior Management Team, ensure that any disclosure information is destroyed by suitably secure means such as shredding and prohibit the photocopying or scanning of any disclosure information.

The agency will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification/address
- Right to work
- Proof of academic qualifications
- Contract including medical fitness form
- Evidence of the DBS clearance
- Personnel files will be kept for 6 years after the person has left.

### **Post-Appointment Induction**

- Every new member of staff is assigned a mentor who is responsible for supporting the new member of staff and ensuring they are familiar with agency Policy.

### **Monitoring and Review**

This policy and procedures and the efficiency with which related duties have been discharged will be reviewed annually by the Senior Management Team. Any deficiencies and weaknesses will be remedied without delay.