



**RECRUITMENT AND SELECTION
POLICY AND PROCEDURE**

ASPECTS CARE RECRUITMENT AND SELECTION

POLICY AND PROCEDURE

1. Introduction

- 1.1 The purpose of this policy is to maintain a strong vetting and recruitment process to meet the requirements of various legislation and authorities.
- 1.2 This policy also ensures fairness by providing uniform recruitment policies and provides staff members with the criteria for selection and recruitment.

2. Recruitment

- 2.1 Adverts are regularly placed within specific care periodicals, jobs magazines and Job Centres.
- 2.2 The Company has an advertisement banner located at the front of the premises for direct recruitment to the public.
- 2.3 All adverts are checked to ensure that they are compliant with the Sex Discrimination Act 1975, The Disabilities Discrimination Act 2005, Race Discrimination Act, Employment Equality Regulation, Equal Opportunities Act and Equalities Act 2010.

3. Selection

- 3.1 Potential staff members are initially screened by means of a telephone interview. The questions asked taken from a predetermined list and the HR staff conducting the telephone interviews have been previously trained with regards to the responses, including the equal opportunities aspects of recruitment and the relevant legislation.
- 3.2 Those potential recruits who are called in for interview go before an interview panel that should consist of at least two interviewers. Adjustments will be made to accommodate any interviewee who has indicated a disability on their application form.
- 3.3 Prior to the start of the interview the candidates are informed that a predetermined question sheet will be used and the candidate's responses recorded within it. The answers to these questions will at the conclusion of the interview be assessed against a scoring matrix and scores allocated. Once the questionnaire has been completed the scores will be totalled. A final decision on potential employment is then made taking into account interview responses and the two papers.
- 3.4 All questionnaires of those that pass are retained within their personal files. The questionnaires of those candidates that fail are retained for 6 months.

- 3.5 In most cases the potential employee then has a “meet and greet” with the service user to ensure compatibility and to allow the service user to be fully involved with selecting the staff who will be supporting/caring for them. This process allows the service user to ask any questions of the potential staff member that they feel they may want to ask and does not constrain the service user to an atmosphere and process which they often find uncomfortable.
- 3.6 If the service user states that he/she does not think they could work with the potential staff member then a post of work is not offered to them, unless an alternative compatible service user can be found.
- 3.7 It is policy to request two written references on Headed Paper and/or a tick box form with a company stamp. All references will be verbally confirmed from organisations. The references should relate to the last two employment positions. If there are any breaks in periods of employment then candidates will be required to provide a detailed breakdown of how and where they spent the relevant time period. Where character references are being used because employment references cannot be obtained then two references are required, but the person making the reference can not be a family member and must have known the candidate for over 2 years.
- 3.8 Any offer of employment is subject to what Aspects Care Ltd considers to be a satisfactory references being received by us before we can confirm a candidates appointment. Where a negative reference is obtained then the candidate will be questioned further about the reasons behind the poor reference and wherever possible further checks will be made with the referee.
- 3.9 Aspects Care Ltd performs various checks such as viewing and copying birth certificates/passports/work permits etc. to confirm the authenticity of persons applying for posts. In the case of registered professionals other checks appropriate to the relevant registered bodies are also conducted. Training and qualification are checked by viewing and copying certificates.
- 3.10 Criminal Record Bureau (CRB) enhanced disclosure checks are undertaken via our organisation and are valid within the organisation for 3 years from the date of issue. Where a staff member has a criminal conviction, but employment is still being offered then the CRB check must be completed annually for the first 3 years of employment and the procedures listed in the CRB Policy and Procedure and the policy for staff with criminal convictions must be followed. CRB checks undertaken via other organisations are not valid for nursing and care workers. All CRB checks will be of the enhanced type, and must include both ISA checks. All individuals or organisations using the CRB Disclosure Service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure Information must comply fully with CRB Codes of Practice.
- 3.11 Aspects Care Ltd has a very strong policy on CRB checks. We aim to balance safety against being fair and reasonable. If we decide to reject a candidate based on information contained in the CRB check we will explain to the candidate the reason why. Aspects Care is exempt from the

Rehabilitation of Offenders Act and we can refuse employment even where the conviction is spent.

- 3.12 All applicants for positions who have a criminal record will be fairly treated and will not be discriminated unfairly against. The written policy on recruitment of individuals who are subject of a Disclosure is contained within the "Recruitment of Ex-Offenders Policy and Procedure".

4. Training and Auditing

- 4.1 All staff employed by Aspects Care Ltd will have completed the necessary training courses prior to providing care/support to a service user. The company monitors yearly updates.
- 4.2 As part of Aspects Care Ltd's continual process improvement programme, we are continuously auditing all staff on our books as part of improving our recruitment management system.

5. Staff Files

- 5.1 Staff cannot start to work independently for the company until all the necessary checks, induction and training has been completed and the information retained in the staff file.
- 5.2 The files retained on all staff members will include:
- Name, address, date of birth and telephone number.
 - Name, address and telephone number of next of kin.
 - Proof of Identity, including a recent photograph.
 - Details of any criminal offences
 - a) of which the person has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of offenders Act 1974(a) and which may be disclosed by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975(b); or
 - b) In respect of which he has been cautioned by a constable and which, at the time the caution was given, he admitted.
 - c) This information may be kept in a separate file to ensure staff member's confidentiality.
 - Two written references, including a reference relating to the last period of employment of not less than three months duration which involved

work with children or vulnerable adults. The written references will be verbally verified.

- Where the person has previously worked in a position which involved work with children or vulnerable adults, verification, so far as reasonably practicable, of the reason why he ceased to work in that position.
- Evidence of a satisfactory knowledge of the English language, where the person's qualifications were obtained outside the United Kingdom.
- Documentary evidence of any relevant qualifications and training.
- A full employment history, together with a satisfactory written explanation of any gaps in employment and details of any current employment other than for the purposes of the company.
- A statement by the person as to the state of their physical and mental health. This is contained within the company Health Questionnaire completed once conditional job offer has been made.
- A statement by the Registered Provider, or the Registered Manager, as the case may be, that the person is physically and mentally fit for the purposes of the work which they are to perform.
- Details of any professional indemnity insurance.
- The completed Aspects Care Induction Booklet
- The signed interview records for the employee.
- A copy of the letter offering employment and a signed and dated copy of their contract of employment
- The original versions of the necessary statutory and mandatory training qualification covering;
 - a) Safeguarding Adults
 - b) Food Hygiene
 - c) Fire Safety
 - d) Health and Safety (incl. COSHH and Infection Control)
 - e) Manual Handling
 - f) Medication Awareness
 - g) Challenging Behaviour
 - h) Studio III Training (where required)
 - i) First Aid Awareness or First Aid Certificate (where required)
- The original records of any training test papers sat.

- Records of Company's Induction, Meet & Greet, Shadow shifts completed and the supervision held at the conclusion of the shadow shifts.

This list is not exhaustive and additional information such as supervisions, appraisals and correspondence will be added over time.