

Company Name: Integrative Supported Living Care

<b>Policy No: 03-1217</b>	<b>Authorised: Pellagia Margolis</b>	<b>Date: 15/01/2020</b>
<b>SAFEGUARDING IN RECRUITMENT &amp; SELECTION OF STAFF</b> (To be read in conjunction with <i>Policy No 1200 - Selection &amp; Recruitment of Staff</i> )		

*This Policy will summarise the principles and staff responsibilities that collectively assure a safer approach to the recruitment and selection of staff within the Organisation.*

1. SAFER RECRUITMENT - *PRINCIPLES & SUMMARY OF RESPONSIBILITIES:*

The Organisation recognises and acknowledges the need for safe working practices to be built into its staff recruitment procedures. As such, it is ensured that all appropriate measures are applied in relation to everyone who works within the Organisation and who are therefore likely to be perceived by the service user as being safe and trustworthy. This includes volunteers, supervised volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that an applicant has the health and physical capacity for the job. It also includes undertaking interviews and checks with the DBS.

2. RESPONSIBILITIES – *THE JOB APPLICANT:*

Safer recruitment means that the job applicant will be required to undertake the following tasks:

- 2.1 Complete an application form which includes details of their employment history and explains any gaps in that history.
- 2.2 Provide details of 2 referees, at least one of which is qualified to comment on the applicant's suitability to work with vulnerable persons.
- 2.3 If offered employment, be checked in accordance with the *Disclosure and Barring Service (DBS)* regulations as appropriate to their role. This will include an enhanced *DBS* check and a *Barred List* check for those engaged in Regulated Activity. Refer to *Policy No: 1218* for safeguarding in the Recruitment of Ex-Offenders.
- 2.4 Provide evidence of identity, qualifications, and appropriate training courses attended.
- 2.5 If short-listed, agree to be interviewed in accordance with the Organisation's procedures.
- 2.6 If offered employment, provide evidence of their right to work in the UK.

3. RESPONSIBILITIES - *THE ORGANISATION AS THE EMPLOYER:*

Safer recruitment means that the Organisation as the prospective employer will be required to undertake the following procedures in order to enhance and strengthen existing Staff Selection and Recruitment Procedures, ref *Policy No 1200*. This will include building in fundamental, and robust, Safeguarding principles:

- 3.1 Obtain references for all shortlisted applicants, including internal applicants.
- 3.2 Carry out additional or alternative checks for applicants who have lived or worked outside the UK.
- 3.3 Verify the preferred applicant's mental and physical fitness to carry out their work responsibilities.
- 3.4 All new members of staff will undergo an induction that includes familiarisation with the Organisation's Safeguarding Policies and Procedures, staff code of conduct and identification of their Safeguarding training needs.
- 3.5 All staff sign to confirm they have access to a copy of the Organisation's Safeguarding Policies and Procedures, and Staff Code of Conduct.

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- 3.6 The Organisation obtains written confirmation from supply agencies or other third parties that agency staff or other individuals who may work in the Organisation have been appropriately checked.

**FORMS REFERENCES:**

Form No: 1-001	Disability Needs Assessment
Form No: 1-200	Job Application Form
Form No: 1-201	Interview Record
Form No: 1-202	Job Applicant Reference Report
Form No: 1-203	Reference Report - Notice to Decline
Form No: 1-204	Job Applicant Summary
Form No: 1-205	Equal Opportunities & Diversity Monitoring Form - Job Applicants
Form No: 1-206	Job Applicant Short-listing Summary
Form No: 1-207	Employee Verification Record
Form No: 1-208	Employee Declaration of Suitability
Form No: 1-209	Contract of Employment
Form No: 1-219	Declaration of Health & Medical Fitness
Form No: 1-220	Criminal Records Disclosure - Risk Assessment
Form No: 1-221	Employee Right-to-Work in the UK - Check-list
Form No: 1-300	Employee Specification (master form)