

# RECRUITMENT POLICY AND PROCEDURES



Anglia Care Trust will treat all job applicants in the same way. To this end the following recruitment procedures will be followed for all positions, both voluntary and paid:

## **Responsibility**

All parts of the recruitment process will be overseen by the Director of Business Support in conjunction with the relevant Service Manager.

## **Advertisement**

In conjunction with the Director of Business Support, the Service Manager will agree the wording and location of the advertisement for the post in question. Where applicable, the advertisement will make clear Anglia Care Trust's commitment to safeguarding and promoting the welfare of children young people and vulnerable adults and our expectation that all staff and volunteers share in this commitment.

Anglia Care Trust will always circulate advertisements internally to paid employees and volunteers prior to advertising externally.

## **Application Packs**

The Service Manager will be responsible for ensuring that the Business Support Team is informed as to the contents of the application packs. These should include the following:

- Covering letter
- Application Form which includes a signed statement that the person is not on the list of those barred from working with children and vulnerable adults, disqualified from work with children, or subject to sanctions imposed by a regulatory body and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed marked envelope
- Equality and Diversity Policy and Survey
- Role Description and Person Specification which make specific reference to the requirement for the candidate's suitability to work with children, young people and/or vulnerable adults where applicable
- Appropriate organisational and service information
- Guidance notes for application completion
- Policy for the Employment of ex-Offenders which explains that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all conviction, cautions and bind-overs, including those regarded as "spent" must be declared.

The Application Form must include a request for 2 referees covering the last 5 years. At least one reference should be obtained from the person's last or present employer; the second can be a personal reference. It must be clearly stated that for positions working

with children or young people, referees will be asked to declare any knowledge that might give reason to the candidate being excluded from working with children or young people. Applicants will be asked to clearly explain any gaps in employment.

Application Forms should state that candidates must bring to the interview proof of identity that includes a photograph, i.e. new style driving license or passport, plus proof of address, e.g. two utility bills or bank statements no more than 3 months old. Application Forms should also advise that enhanced DBS checks will be carried out and that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

### **Returned Applications**

The Business Support team should:

- Record the receipt of each Application Form
- Separate the front sheet from the main body of the Application Form
- Ensure that each sheet is numbered and that any additional information is attached and numbered
- Place each Application Form in a folder for safe keeping
- When the closing date for applications has arrived, Business Support should ensure that the relevant Service Manager or Co-ordinator is given all Application Forms (minus the front sheet) for short listing

### **Short-listing**

- This should be undertaken by at least two people, preferably those who will be undertaking the interview process
- A short listing summary sheet should be completed for all applications
- A list of candidates for interview should then be drawn up and given to the Business Support Team

The Business Support Team will:

- Send out interview invitations. These should contain details of date, time and venue for interviews including directions. The invitation will also include details about how the interview will be conducted and the areas it will explore, including suitability to work with vulnerable groups. Candidates will also be reminded to bring two forms of identification as pointed out on the application form
- Write out to candidates' (following interview) two referees for references at least one of which must be a former employer, the most recent is preferable.

### **Pre-appointment checks**

Candidates will be advised that appointments will only be provisional until satisfactory receipt of:

- Two satisfactory references
- Verification of the candidate's identity
- Verification of candidate's employment history and verified reasons for any

- unexplained breaks
- A satisfactory enhanced DBS certificate
- Verification of the candidate's identity & qualifications
- Verification of professional status where required
- Satisfactory completion of the probation period
- Receipt of completed medical questionnaire.

A checklist will be kept on the member of personnel's employment file and confirmation of permanent employment will not be made until the checklist is completed and signed off by the Director of Business Support.

### **Interviews**

All interviews will be held by a panel which should include:

- Line Manager
- Operational Manager of the service recruiting
- A third panel member independent of the service recruiting

Anglia Care Trust is committed to the inclusion of Service Users wherever possible or appropriate in the recruitment, selection and induction of staff. This could take the form of being on the interview panel in addition to the three required members, or to take part in tests or workshop sessions being used as part of the process.

### **Reference Requests**

All requests for references should seek objective verifiable information and not subjective opinion. A copy of the role description and person specification for the post which the person is applying should be included with all requests and every request should ask:

- About the referee's relationship with the candidate e.g. did they have a working relationship: if so what: how long has the referee known the candidate and in what capacity;
- For confirmation of details of the applicant's current post, salary (if applicable) and sick record
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post, and how he/she has demonstrated that he/she meets the person specification
- Whether, if applicable, the referee is completely satisfied that the candidate is suitable to work with children and young people and/or vulnerable adults, and if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable;
- For details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people and/or vulnerable adults, including any in which the disciplinary sanction has expired and the outcome of those; and

- For details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people and/or vulnerable adults, or behaviour towards them, and the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved.

Finally, the request should remind the referee that they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission and that relevant factual content of the reference may be discussed with the applicant.

### **Consideration of References**

On receipt references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or unspecific, the referee should be contacted and asked to provide written answers or amplification as appropriate. The information given should also be compared with the application form to ensure that the information provided about the candidate and his or her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy should be taken up with the applicant. Specific consideration should be given to the following areas:

**Disciplinary action or allegations** - Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues that were not resolved satisfactorily are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

**Previous employment history** – Satisfactory explanations for any gaps in employment history should always be obtained. If the applicant is currently unemployed, confirmation of details of their last employment and their reasons for leaving must be sought.

**Health** – It is the statutory responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment is confirmed but after the initial job offer is made. Anglia Care Trust will ask for a medical questionnaire to be completed after the job offer is accepted and it will be made explicitly clear that any offer is subject to satisfactory references, Enhanced DBS check and medical fitness for the post being recruited for.

### **Enhanced Disclosure and Barring Service (DBS) Application**

All employees will require an enhanced DBS Disclosure. This will be requested by the Director of Business Support upon appointment. A log will be maintained within Business Support detailing the following information only:

- Name of applicant

- DBS Application Form Number
- Date sent off
- Date received back by ACT
- Disclosure Certificate Number
- Note of any action taken

Although Anglia Care Trust permits new staff to commence employment prior to their Enhanced DBS Certificate being received, all work undertaken until receipt of a satisfactory check will be supervised and no work will be undertaken with Service Users unless another member of staff is present.

### **Disclosure and Barring Service (DBS) Update Service**

Following the completion of a DBS Application Form, Anglia Care Trust requires that all new personnel will opt to register with the DBS Update Service.

Upon receipt of the DBS certificate, all personnel are required to show their certificate to the relevant representative of Anglia Care Trust who will record the information in the log mentioned above. This information will be securely stored in accordance with the organisation's Data Protection Policy and will not be stored on their personnel file. Failure to show a returned DBS certificate will result in the withdrawal of a job offer in the case of new employees.

As part of this registration, all new personnel will make the annual subscription payments and complete the necessary renewal process (free for volunteers) to keep their certificate up to date during their employment by or association with Anglia Care Trust.

Through signing up to the DBS Update Service, personnel give consent for Anglia Care Trust to check the status of their certificate online when required and a diary will be kept by the Director of Business Support to ensure that renewed checks are undertaken for all employees.

Date of next review – October 2019