



Yowsun Care Staff Recruitment and Selection Policy

This policy is intended to set out the values, principles and procedures underpinning Yowsun Care's approach to recruiting and selecting personnel that form its workforce.

This policy is to be implemented by all Operations team members.

STAFF RECRUITMENT AND SELECTION POLICY OUTCOME 12, REGULATION 21 (Requirements Relating to Workers)

Policy Statement

The aim of Yowsun Care's Staff recruitment and retention policy is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment during the recruitment and selection processes, as well as whilst working within our service. These processes will adhere to relevant employment law practice, guidance issued by the Care Quality Commission and the Department of Health and Social Care (DoH). We are also mindful of the changes within the Equality Act 2010 and of the guidance issued by "The Equalities Office" in respect of health questionnaires and health questions during the interview process.

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning Yowsun Care's approach to recruitment, selection and retention of its staff. All staff involved in the recruitment process must adhere to this policy. Failure to do so could result in disciplinary action.

Job Posting

The organisation provides employees with an opportunity to indicate their interest in open positions and to advance within the organisation according to their skills and experience. In general, notices of all regular, full and part-time job openings are posted, although the organisation reserves its right not to post some particular openings.

To be eligible to apply for a posted job, an employee must be performing competently in their present position and have held it long enough to make a significant contribution.

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

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.

Job Advert

At the same time of internal posting of any vacancies job adverts run in local newspapers, job centres and other media means. This is to ensure that the company benefits from as wide a pool of prospective employees as possible

Personnel Selection

All applicants are sent an application pack which contains the following; the applicants guide, application form, person specification and any other relevant information. Only applications made using the proper form and received by the advertised deadline are considered.

Applicants are short-listed by comparing their application form with the person specification for the job. All short-listed candidates are offered an interview and given details of the organisation, the position for which they have applied and the terms and conditions of employment. Where possible, Yowsun Care strives to have a gender balanced panel.

Equal Opportunities Policy

The organisation practices an equal opportunities policy and will always strive to recruit and employ people who are best suited for the vacancies for which they have applied, regardless of gender, sexual orientation, religion, ethnic origin, race, disability or union membership (or lack of it). To monitor the equal opportunities' policy, all applications (and their ultimate selection or rejection) are thoroughly reviewed.

Yowsun Care requires all employees and applicants to complete an equality monitoring form. This is in compliance with the Equality Act 2010 including the guidance issued by the Government Equalities Office. www.equalities.gov.uk giving specific exclusions regarding pre-employment health questions.

Checks and References

These are undertaken by the company and fulfil the requirements of Schedule 3 of the Health and Social Care Act 2008. This includes the following;

- A minimum of 2 references; one of which must be from their current or last/ previous employer.
- Where verbal references are sought these will be recorded and held on file until receipt of written references. Any discrepancies in information between the two will be investigated and recorded.
- Documentary evidence of relevant qualifications, full employment history and satisfactory information about their ability to work within a Regulated Activity
- A DBS at enhanced level which must include all original identification documentation as set out on the form.
- Any immigration documentation if appropriate where a work permit is in place.
- Verification of why they left their previous employment.

Please Note;

** Where a reference does not give sufficient information as requested, Yowsun Care will seek a third referee where appropriate.

Administrative and Support Staff

Administrative and other staff who are not in regular direct contact with customers are expected to have a DBS Standard disclosure if deemed appropriate.

Employment of Staff from Overseas

Staff recruited from overseas will, in addition to all the above checks be subject to immigration legislation requirements.

Procedures where DBS Checks are not available at Time of Starting

In cases where it is proving impossible for newly appointed care staff from the home country or overseas to obtain an enhanced DBS disclosure the organisation follows the regulations and CQC guidance by:

- Arranging for new staff to have a three-day structured induction programme in which they carry out their work at all times under supervision
- Closely monitoring the appointee's work settings
- Informing the customers of the position regarding lack of confirming information
- Terminating the employment if the DBS disclosure is unsatisfactory on receipt.

Job Interviews

Job interviews provide an opportunity for the organisation to get the information it needs about applicants, to decide their suitability for the position in question.

Interviews are conducted after applicants have been shortlisted.

Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best.

Interviewers ensure that they have all the appropriate documentation before the start of the interview.

The assessments made by interviewers are formally recorded on an interview assessment form

Health questions are asked at interviews where the applicant needs to be fit and mentally able to undertake the tasks and where those tasks are an intrinsic part of the job.

All interviewers are familiar with the guidance issued by "The Equalities Office"

www.equalities.gov.uk.

PLEASE NOTE: where customers form part of the selection process there must be clarity regarding their role. It must be clearly identified from the outset of the process whether their involvement is of a formal or informal nature. Formal means being part of the recruitment process including the recording and consideration of their views. Informal participation in the interview process means that their views do not form part of the consideration of the appointment.

Appointed Applicants

Yowsun Care requires all applicants to complete an equality monitoring form and a health questionnaire, which will be sent to all appointable candidates only

Codes of Conduct.

All staff are employed in accordance with the codes of conduct of the General Social Care Council. These Codes of Conduct have transferred to Skills for Care.

Offers of Employment

These are made only on satisfactory completion of all of the above. Yowsun Care is aware of the requirements of the Disability Discrimination Act 2005 and the Equality Act 2010 and due diligence will be exercised where reasonable adjustments are a consideration.

Training

Managers receive training in interview methods and are made aware of aspects of employment law relating to discrimination, recruitment and selection.

This policy will be reviewed by the registered manager.

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