



## HADSUL LIMITED

### **HADSUL LIMITED RECRUITMENT AND SELECTION POLICY**

#### **Policy Statement**

This policy is intended to set out the values, principles and policies underpinning Hadsul Limited's approach to recruitment and selection of its staff.

Hadsul Limited aims to comply with Outcome 12: Requirements Relating to Workers of the Care Quality Commission Guidance about Compliance: Essential Standards of Quality and Safety by ensuring that:

1. and selection procedures are based on equal opportunities and the involvement of residents and their representatives wherever possible
2. Recruitment and selection procedures focus on the protection of service users
3. Stringent procedures for recruiting volunteers are followed which include DBS and ISA barred list checks
4. Two written references are obtained before an appointment is confirmed
5. Gaps in the appointee's employment record are routinely explored
6. All new staff are confirmed in post following completion of a satisfactory DBS enhanced or standard disclosure, which, depending on the post and of the ISA Vetting and Barring Lists
7. Staff are employed in line with the code of conduct and practice set by the General Social Care Council (GSCC) and are given copies of the code.
8. All staff receive statements of terms and conditions.

#### **PROCEDURES**

**This is the procedure to be followed**

#### **ADVERTISING VACANCIES**

1. When a vacancy occurs, the manager should review the staffing needs of the service in relation to:
  - Does the post require filling?
  - Does the post need to be the same as the one vacated (hours / days / duties)?
  - How does this affect the continuity of the rota?
  - How many other vacancies does the service have?



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2. When the decision has been taken to advertise a vacancy, the manager shall look at the cost effectiveness of various methods:
  - Local daily newspaper - expensive for large adverts, but wide coverage. Often have dedicated jobs days or pages.
  - Local 'free' papers - usually cheaper than the 'dailies' but less reliable. Due to being 'free', distribution is known although actual readership isn't. They can target potential applicants in very specific areas.
  - Job Centres - can supply a steady stream of applicants who may, or may not, be interested in the service.
  - Posters, notices, 'cards in a newsagent's window' etc. - low cost and able to target specific areas and potential groups e.g., posters in playgroups and nursery schools.
3. Once the advertising medium has been selected, the manager should prepare the detail to be contained in the advert. It should include, as a minimum:
  - The post being advertised and job reference number.
  - The name of the service, with telephone number (address might be optional).
  - Whom to contact for further information.
  - Salary / rates of pay.
  - Closing date for applications.
  - Qualifications and experience where required.

N. B.

Before placing an advert the service will ensure that no one is discriminated against during the recruitment process, and it complies with the legislative requirements of [QP-06 Equal Opportunities Policy](#), by not targeting any specific groups which could be seen as racial, cultural, gender, disability, sexual orientation or age related groups.

For further advice please consult the A.C.A.S. website <http://www.acas.co.uk/>.

4. Before the advert is placed the manager should prepare a Staff Recruitment Folder, C4-SRF, which contains:
  - Job description for the post.
  - A copy of the advert.
  - Person specification. (Specifying the knowledge, skills and competencies required).



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- Application for Employment Form, C4-006.
  - Short Listing Form, C4-089.
  - Recruitment Monitoring Form, C4-069.
5. All vacancies will also be advertised within the service and steps taken to ensure that all staff are made aware, including those staff whose normal shift pattern or holidays would mean that they would not see the advert. Where the service keeps a register of 'Bank Staff', the manager should ensure that such staff are made aware of the vacancy and given the same opportunity to apply as all other staff.

### JOB VACANCIES / SELECTION PROCESS

1. The aim of the service's selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment.
2. Hadsul Limited will provide its existing staff with an opportunity to indicate their interest in vacancies as they come up and to advance within the service according to their skills and experience. In general, notices of all regular, full and part-time job vacancies are posted internally as well as being advertised externally.
3. To be eligible to apply for a vacancy, an existing staff member must be performing competently in their present position and have held it long enough to make a significant contribution to the new role.
4. Hadsul Limited encourages staff members to talk with their supervisors about their career plans and supervisors are encouraged to support staff members' efforts to gain experience and advance within Hadsul Limited. This is consistent with the requirements of the Care Quality Commission Guidance about Compliance: Essential Standards of Quality and Safety, Outcome 14: Supporting Workers.
5. 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.

### SELECTION



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1. All applicants whether responding internally or externally are sent an application form and a job description. Only applications made using the proper form and received by the advertised deadline are considered.
2. Applicants are short-listed by comparing their application form with the person specification for the job.
3. All short-listed candidates are offered an interview and given details of the home, the position for which they have applied and the terms and conditions of employment.



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### **HADSUL LIMITED EQUALITY AND DIVERSITY POLICY**

1. Hadsul Limited practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, age or perceived age, religion, ethnic origin, race, disability, or union membership (or lack of it). All applications (and their ultimate selection or rejection) are reviewed against equality and diversity criteria.
2. All employees and applicants are required to complete a sex and ethnic origin form. Brief details of every application are recorded on the form and the reason for inviting some, and no other, applicants for interview are also recorded on it.

### **JOB INTERVIEWS**

1. Job interviews provide an opportunity for Hadsul Ltd to get the information it needs about applicants to decide which is most suitable for the position in question.
2. Interviews are not conducted until a completed application form has been received.
3. Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best.
4. Interviewers must ensure that they have all the appropriate documentation before the start of the interview. The assessments made by interviewers must be formally recorded on an interview assessment form. Interviewers must not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

### **REFERENCES**

1. Offers of employment are made on condition that two satisfactory written work references are obtained in respect of the applicant. One reference must be from their last employer. If the references prove to be unsatisfactory, the offer of employment may be withdrawn without Hadsul being in breach of contract.
2. Work references given by existing and current Hadsul Limited managers are not preferred. However, these may be accepted in rare cases where the current Hadsul Limited manager was also the manager of the candidate during their last employment. This being the case, confirmation of acceptance of the referee would also be required by the Nominated Individual.



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3. Applicants should confirm in writing that their present employer may be approached for a reference.
4. If a reference is deemed unsatisfactory, the appointee should be told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

### **CRIMINAL RECORDS AND ISA CHECKS**

1. Before confirming someone's appointment, Hadsul Limited carries out a criminal record check and an ISA Vetting and Barring Scheme check. We do this by making an application for a DBS and countersigns a received disclosure,
2. For staff who work directly with service users in care or related roles we must apply for an Enhanced DBS disclosure and ISA check.
3. For staff in non-care roles, e.g., Office workers, the agency also applies for DBS.
4. Hadsul Limited, however, adopts the policy of seeking Enhanced DBS disclosures and ISA checks for all post-holders whose roles might or not be designated as care roles, but whose work brings them into regular contact with service users.
5. We are committed to following the guidance on DBS and ISA checks issued by the regulatory body and reviews its policies according to any new guidance that it issues.
6. In cases where it is not possible to obtain a full DBS check before a person is due to start work and in order to maintain adequate staffing levels it obtains an Adult First ISA clearance and makes sure that the person is properly monitored and supervised in line with CQC guidance until full clearance is obtained. Employees are made aware of the provisional nature of their appointment until all checks have been completed.
7. Hadsul Limited retains DBS disclosure numbers in secure conditions observing access to records and data protection protocols like any other personal information it holds on its staff members.

### **FOREIGN WORKERS**

1. Hadsul Limited employs foreign workers only after confirming their legal status and entitlement to work in this country and after making equivalent checks on their criminal records and fitness to work with vulnerable people.

### **OFFERS OF EMPLOYMENT**



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1. Hadsul Limited always confirms in writing new staff members' terms of appointment and employment. Verbal offers are always followed up as quickly as possible by a letter of confirmation.
2. Formal offers of employment are made in writing only after all short-listed candidates have been interviewed



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### REFERENCED DOCUMENTS

- C4-006 Application for Employment Form.
- C4-006A Health Questionnaire.
- C4-024 Details of New Employee Form.
- C4-028 Equal Opportunities Monitoring Form.
- C4-039 Induction Checklist.
- C4-043 Interview Letter.
- C4-047 List of Specified Documents.
- C4-048 List of Staff Employed in the Home.
- C4-069 Recruitment Monitoring Form.
- C4-073 Rehabilitation of Offenders Declaration Form.
- C4-075 Request for Reference Form.
- C4-089 Short Listing Form.
- C4-094 Staff Supervision Schedule and Planner.
- C4-095 Staff Training Record.
- C4-135 ID Verification Form.
- C4-157 Terms and Conditions of Employment.
- C4-SPF Staff Personal File.
- C4-SRF Staff Recruitment Folder.
- C4-OVB Official Visitors Book.
- C4-SSCB Senior Staff Communications Book.
- QP-06 Equal Opportunities Policy.
- PP-02 Checking the Authenticity of Qualifications Procedure.



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PP-03

Staff Induction and Probation.



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### **RESPONSIBILITIES**

The manager and senior administrative staff.

### **REFERRAL TO DISCLOSURE AND BARRING SERVICE**

Please see attached Appendix 1 for information on the Disclosure and Barring Service.



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### APPENDIX 1: GUIDANCE ON THE DISCLOSURE AND BARRING SERVICE

**The primary role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.**

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

- You must make appropriate referrals to the Disclosure and Barring Service.
- You must not engage in regulated activity someone whom you know has been barred by the Disclosure and Barring Service.

**'For further information on the changes please refer to Changes to disclosure and barring - What you need to know' booklet and follow link:**

**[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) which also contains information on criminal records checks.**

#### **DBS Adult First Service**

DBS Adult First is a service provided by the Disclosure and Barring Service that can be used in cases where, exceptionally, and in accordance with the terms of Department of Health guidance, a person is permitted to start work with adults before a DBS Certificate has been obtained. This applies to adult services such as care services, domiciliary care agencies and adult placement schemes where DBS Certificates are required by law.

This service is only available to organisations who are eligible to access the DBS's Adult barred list and who have requested a check of the barred lists on their DBS application form. DBS Adult First is not a substitute for a DBS Certificate and providers must take care when making recruitment decisions prior to receiving a full DBS Certificate. DBS Adult First checks should be used only in exceptional circumstances and when absolutely necessary.

Before making an application for DBS Adult First you must have read the DBS Adult First guidance notes.

**Disclaimer: The recruitment of staff carries with it legal requirements. Before implementing this procedure, you should consult with a professional who is experienced in employment law.**

<b>Issued Date</b>	<b>Signed</b>	<b>Next Review</b>
MAY 2025	Zam Namakula	MAY 2026



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