**Reviewed 17/07/2019 Ryan Palmer (Registered Care Manager)**

**Aim of the Policy**

This policy is intended to set out the values, principles and policies underpinning Comfort Home Care’s approach to recruitment of its staff.

**Policy Statement**

The aim of the Comfort Home Care’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. To this Comfort Home Care adheres to Outcome: 12 Requirements Relating to Workers of the Essential Standards of Quality and Safety and Regulation: 21 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010. This relates to operating effective recruitment procedures.

Comfort Home Care is committed to providing equal employment opportunities to all job applicants irrespective of race, nationality, sex, union membership or disability.

**Job Posting**

Comfort Home Care provides employees with an opportunity to indicate their interest in open positions and to advance within the agency according to their skills and experience.

In general, notices of all regular, full and part-time job openings are posted, Comfort Home Care reserves its right not to post a particular opening.

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.

Comfort Home Care 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 Comfort Home Care.

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.

**Personnel** **Selection**

All applicants are sent an application form and a job description. 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 agency, the position for which they have applied and the terms and conditions of employment.

**Equal Opportunities Policy**

Comfort Home Care 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, 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.

Comfort Home Care requires all employees and applicants to complete a sex and ethnic origin form through their application process and form.

**Checks and References**

All offers of employment are made on condition that satisfactory references and Criminal Records Bureau (CRB) checks are obtained in respect of the applicant.

If the references or CRB checks prove to be unsatisfactory, the offer of employment may be withdrawn without the agency being in breach of contract.

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written, is deemed unsatisfactory, the appointee is told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

When recruiting new staff, the agency refers to the Independent Safeguarding Authority (ISA) and carries out full police check on the candidates.

Comfort Home Care makes the required checks as follows.

 Verifying applicants' identity by scrutiny of birth certificate, passport or equivalent reliable documentation.

* Verifying their driving licence if they will be using a car to make home visits.
* Submitting certificates of training and qualifications.
* Making a declaration of their physical and mental fitness.
* Obtaining a CRB enhanced disclosure.
* Making sure they are not included on the Independent Safeguarding Authority barred lists.
* Verifying eligibility to work under Section 8 of the Asylum and Immigration Act 1996.

Administrative and Support Staff and other staff who are not in regular direct contact with service users are expected to have a CRB Standard disclosure as a minimum, however Comfort Home Care reserves the right to request a CRB Enhanced disclosure.

**Employment of Staff from Overseas**

Staff recruited from overseas receive all required checks such as work permits and meet all immigration legislation requirements. Procedures where CRB 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 CRB disclosure the agency 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 service users of the position regarding lack of confirming information.
* terminating the employment if the CRB disclosure is unsatisfactory on receipt.

**Job Interviews**

Job interviews provide an opportunity for the agency to get the information it needs about applicants to decide which is most suitable for the position in question. Interviews are not conducted until a completed application form has been received.

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. Interviewers do not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

**Registration**

All staff are employed in accordance with the codes of conduct of the General Social Care Council. As the registration of the social care workforce is extended, staff for posts for which registration is mandatory will be employed only on production of satisfactory evidence of their current registration.

**Offers of Employment**

Terms of appointment and employment between the agency and its employees are always confirmed in writing. If, due to exceptional circumstances, a verbal statement of terms cannot be avoided it is always stated that it is subject to written confirmation.

Formal offers of employment are made in writing after all short-listed candidates have been interviewed.

**Training**

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