Safer Recruitment Policy V1

Policy implemented:	October 2024
Last reviewed:	October 2024
Next review due:	October 2026

1. Summary

This policy applies to employees and workers. It does not apply to agency workers, consultants, or self-employed contractors although advice to line managers is contained in this policy.

This policy does not form part of your contract of employment, and we may amend it at any time. We will review the policy from time to time to ensure that it continues to reflect our legal obligations and the Company's organisational and business needs.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Kirstie Jones , September 2024
Technical review carried out:	Karen Jackson, Clair Imber, Sally Jobling, Jen Barnes.
Final quality check carried out:	Craig Harris, 4/10/2024
Date implemented:	October 2024
Version Number:	V.2
Date of the next review:	October 2026
Department responsible:	Recruitment Team
Job Title of Lead Person:	Emma Madge – Director of HR and Resourcing
Author / Main Contact, including their job title. (if different from above):	Marie Hanly – Group HR Admin Manager Lucy Laxton – Group Resourcing Manager

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

We are committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors, and all will be treated with dignity and respect.

3. Contents

This policy must be brought to the attention of all employees.

The controlled version of this policy and its associated documents are available on BLINK. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Definitions

Recruitment is the process of finding, attracting, interviewing, selecting, and onboarding candidates to fill vacancies within an organisation.

Safer recruitment is a term used when recruiting volunteers and colleagues to help discourage people with a potential to cause harm. It means we must take all reasonable steps to make sure that those we recruit are suitable and appropriate for the role.

Principal/Registered Manager/Service Manager/Line Managers are used and are interchangeable throughout this policy and refer to any manager who has direct line management responsibility for other colleagues.

5. Principles

We are committed to:-

- ensuring the safe recruitment, selection, and retention of appropriately qualified and experienced colleagues in the most efficient and effective way.
- Safeguarding and promoting the welfare of children and vulnerable people.

All successful candidates will be required to undergo enhanced pre-employment checks as part of our recruitment process. This will include an enhanced DBS check often including barring and disclosures lists, verified references, and online checks. Some roles will be exempt from the Rehabilitation of Offenders Act (ROA) 1974. It is an offence to apply for roles relevant to children if barred from engaging in regulated activity.

In order to provide the best possible care to the people we support, it is imperative that we attract and retain a highly skilled and productive workforce in a timely and safe manner. This will be achieved by recruiting colleagues from outside the organisation and developing existing colleagues to enable them to take on new roles. It is equally important that the workforce shares and embraces our Values: Supportive, Ambitious, Loyal, Unique, Transparent, Engaging and Meaningful.

This policy covers all substantive and temporary recruitment. It excludes consultant, Non-Executive Directors, agency workers and students/volunteer's appointments where separate processes apply.

Effective recruitment and selection is crucial to the successful functioning of our organisation. This will mean finding people with the necessary skills, expertise and qualifications ensuring we follow our equality and diversity policy.

This policy and Procedure sets out the key principles of our approach to recruitment, which are:-

- Compliance with statutory requirements
- Commitment to equal opportunities in all recruitment & selection practices
- Provision of a recruitment service which gets candidates of the highest possible calibre into roles efficiently and effectively and which reflects and builds upon recognised best practice in this field.
- Implementation of flexible working policies which allow genuinely flexible ways of working which meet the needs of the location and candidate.
- Encouragement of line managers to be creative in filling posts.

We will ensure that in all our recruitment and selection practices everyone is processed fairly and consistently in accordance with our agreed policies and procedures.

ROLES AND RESPONSIBILITIES

We are responsible for putting in place robust policies and procedures to ensure that all vacancies are filled with suitably qualified, safe and competent staff. We will ensure that recruitment literature is non-discriminatory and includes information on our Equal Opportunities and Diversity Policy and that colleagues should contact the Human Resources Department immediately if they identify any aspects of our recruitment process, they feel could be discriminatory.

The HR and recruitment Team is responsible for the overall management of recruitment across the organisation. They are responsible for establishing a fair and effective recruitment and selection process for all applicants and ensuring that local recruiting managers are following our policy and procedures. They provide advice and assistance when required.

The HR and Resourcing team provide appropriate training in recruitment and selection processes for each division in order that line managers are competent to select new colleagues alongside courses available through our company online learning platform.

Hiring Managers who are recruiting into a specific vacancy are responsible for ensuring that they follow the process as outlined in this policy. They should work closely with the relevant Resourcing team, to ensure our polices are followed.

Hiring managers are required to follow the policy and procedures relating to safe and equitable recruitment, ensuring that anyone involved in the recruitment process is familiar with the Policy. In Childrens and Education Divisions all line managers and Deputies are required to attend Safer Recruitment Training.

Hiring Managers are required to take full responsibility for effective communication with candidates, particularly post-offer.

RECRUITMENT PROCESS - NEED TO RECRUIT

RECRUITMENT INITIATION AND AUTHORISATION PROCESS

If the vacancy arises due to resignation – Hiring/Line Manager needs to firstly make the former employee a Leaver on the payroll system to avoid over payment.

The Hiring (line) Manager should review current service requirements before making a decision to recruit to a post.

Once a decision has been made to recruit, the Hiring Manager must gain authorisation from their line manager. All roles will need to be aligned to the agreed job titles and any deviations from that will need approval from the Divisional Director and Director of HR and Resourcing using the New Job Title process available in Blink.

POST REQUIREMENTS

Line Manager reviews post requirements, job description and person specification before proceeding to advert. Regional Director sign off approval will be needed, and roles must be in line with the Location budgets.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

All Job Descriptions and Person Specifications should follow the templates available in line with quality standards. Job descriptions will :-

- Include the job title.
- Include the main terms and conditions of the post.
- Define the role and reporting relationships.
- Define the overall purpose of the job.
- Describe the range of duties.
- Link to our Values.

All Person Specifications should concisely define the qualifications, skills, experience and general attributes needed by the candidate to successfully undertake the post. Person Specifications should also define any requirements needed to carry out the role safely and effectively, and this should be tested through the recruitment process.

The main purposes of the Person Specification are:-

- To provide equality of opportunity
- To allow candidates to assess their suitability to a post.
- To provide the criteria for shortlisting candidates.
- To facilitate objective and consistent selection of the most suitable candidate for the post.

REDEPLOYMENT

Any colleagues at risk of redundancy should be considered first, providing they meet the minimum criteria for the role as outlined in the Person Specification. If any at risk colleagues or redeployees are deemed suitable for any vacant role, they should be given the opportunity to be considered before the vacancy is advertised more widely.

ADVERTISING

The job advertisement should include a closing date and target interview date. The advert must give an overview of the role and should attract suitable candidates to apply for the role. Adverts should be concise, and highlight the key aspects of the Job Description and Person Specification, as well as

highlighting any unusual shift patterns, working hours etc. All job advertisements should state our commitment to safeguarding children and vulnerable adults. Where applicable state this post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children or vulnerable adults.

All advertisements should portray a professional image and reflect our commitment to Equal Opportunities and Flexible Working Practices.

Hiring Managers can advise the Resourcing team if they want to advertise internally only, or go straight out to external candidates, ensuring they give prospective applicants a reasonable opportunity to become aware of vacancies. It is recommended to advertise for at least 7 days if advertising internally, and at least 7 days if advertising externally.

Once the role is authorised, the Resourcing team makes all advertisements live ensuring that advertisements do not discriminate directly or indirectly.

METHODS OF RECRUITMENT/ADVERTISEMENTS

Recruitment advertisements shall reflect the realistic requirements of the post with regards to skills, qualifications and experience and shall not include any unjustifiable requirements, e.g. age or disability restrictions.

Hiring Managers are encouraged to screen and filter application forms fairly, particularly for roles where a large number of applications are anticipated.

All vacancies will be advertised via our website, candidates must apply online.

USE OF ALTERNATIVE MEDIA

We recognise that there are great difficulties in recruiting certain candidate groups. Hiring Managers are encouraged to be creative in deciding how to fill posts, particularly where a post has been vacant for a long period of time. In particular, hiring managers are encouraged to work with the Regional Director in reviewing the skill-mix within their location and thinking of innovative ways to recruit colleagues. This may include the use of alternative media, partnerships with other agencies, advertising posts as secondment opportunities etc.

Hiring Managers are encouraged where appropriate, to use alternative forms of media for the advertisement of all vacancies, this could include placing adverts in newspapers, social media and other external publications that target specific communities, sending details of vacancies to local job centres, specific groups or interviews with local community radio stations. Advice on this can be obtained from the Resourcing or Marketing team.

Placing adverts with agencies can be considered for hard to recruit positions if the initial recruitment process has failed to attract suitable candidates. Any external advertising costs will be attributed to the location budget and will need Regional Director authorisation.

SECONDMENTS

All Secondments irrespective of their duration should be advertised internally. The process will be done by the HR Team in accordance with this Policy unless agreed otherwise by the HR Department.

FIXED TERM CONTRACTS

All fixed term contracts (FTC) irrespective of their duration should be advertised via the Resourcing Team in accordance with this policy. Fixed term contracts cannot be used as a replacement for the probation period and should not exceed 23 months, unless agreed otherwise by the HR Department.

Fixed term contracts should not be given to current colleagues unless discussed with the HR team, this should be secondments whereby their substantial post is kept open at the end of the secondment.

If the vacancy is to be advertised as a fixed term role, the reason for the fixed term length must be clearly justified (e.g. maternity cover). Fixed term roles must be determined at the start of the recruitment process and should apply to the role rather than the individual.

SHORTLISTING PROCESS

The shortlisting panel should consist of a minimum of two people (usually the hiring manager and a team member), one of whom must have attended the recruitment induction and have understanding of the Equal opportunities and Diversity policy.

The hiring Manager and other panel members are required to impartially review and score each application against the criteria in the Person Specification, including company Values.

When shortlisting the panel should ensure the following:-

• The selection criteria used are those specified on the person specification. Personal knowledge of the candidate should not be taken into consideration.

• Shortlisting should be conducted on the basis of the qualifications and experience specified on the person specification and not on the basis of the highest qualifications or experience available.

• The criteria used must be applied consistently to all candidates.

• Application forms should not be used as a test for literacy. However, if an application is poorly presented and written communication skills are an essential requirement of the job this could justify not shortlisting the applicant.

• Where there is a potential conflict of interest (e.g. if one of the applicants is related to or is well known to a member of the panel) the matter must be declared and advice sought from the Resourcing team.

Hiring Managers should shortlist within 2 working days of the closing date to avoid losing suitable candidates.

It is the Hiring Manager's responsibility to book the interview venue, equipment and ensure that panel members are available. All interviews should be held in person unless agreed with the department lead.

It is the Hiring Manager's responsibility to provide feedback should an unsuccessful candidate request it.

Candidates who have identified that they have a disability on their application should be shortlisted for interview if they meet all the minimum criteria set out in the Person Specification.

INTERVIEW PROCESS

Objectivity in the recruitment and selection process is paramount. Interview panels should consist of two (or more, if appropriate) people, it is also advisable wherever practical, to ensure that the panel is diverse, for example in terms of gender and race. Where possible try to include an individual we support as a 3rd panel member.

At least one of the interviewing panel should have read this Policy and/or received safer recruitment training. For the Educational Division at least one panel member must be safer recruitment trained. This training is to be refreshed as a minimum every 3 years.

All panel members must use the interview questions template to prepare the questions and score at the interview. All interview notes must be independently recorded and scored including every question or scenario discussed.

References need to be obtained prior to interviewing any candidate in our Education Division apart from in FE locations and locations under Estyn.

At the start of the interview:-

- Check that the applicant has right to work in the UK (passport, visa, birth certificate). Colour photocopies must be taken, and validity checks must be done in person in line with current Government guidance.
- Check that the applicant has the relevant professional registration and qualifications (if applicable) and take a colour photocopy which is then verified.
- Check that the application form states email addresses for references that cover a period of two years for Adult Divisions/Supported Living/Shared services and 5 years for Children & Education Divisions.
- Ensure that any employment gaps have been explored, discussed and concise clear notes are made within interview notes.
- Ensure that you are prepared to ask about any DBS referrals, barring, cautions, reprimands, and convictions.

When interviewing, the interviewers must ensure that the questions used in the interview are directly linked to one or more of the items in the Person Specifications. The scoring of interviewees should solely be based on how well they meet individual requirements in the person specification. Panel members may be required to provide written documentation to justify the selection and non-selection decisions made via the interview notes and scoring.

We are committed to involving the people we support or their key workers on interview panels for operational roles. The hiring manager is responsible to arrange this.

At the end of the interview process the hiring manager of the panel must: -

- Ensure that the successful candidate/s information, all interview notes, for successful and non-successful candidates, photocopy of ID, certificates are scanned and uploaded on the recruitment portal within 48 hours. An offer will not be sent until all the above have been received.
- Not agree salary with candidates at interview stage unless it is the starting salary. Any uplift on this should first be discussed and agreed with the Regional Director.

Comments supporting the decision to appoint or not to appoint must be specific and should relate to the criteria set out in the Person Specification. Interview notes should be available to support the decision, and they should also be uploaded to the recruitment portal. Interview notes for unsuccessful candidates will be stored for 12 months.

Some candidates may request feedback, and it is Hiring Manager's responsibility to provide the feedback to unsuccessful candidates. The Hiring Manager must be prepared to explain the decision and should remember that all such explanations should relate to the Person Specification. Selection decisions may be challenged up to 3 months after the interview, either through internal complaints procedures or an Employment Tribunal.

APPLICANTS WITH DISABILITIES

Under the Equality Act 2010, we have a duty to make 'reasonable adjustments' for disabled candidates or colleagues, when a policy, practice or a physical feature of their premises puts the disabled person at a substantial disadvantage. Some examples of reasonable adjustments are: -

• Adjusting the location

• Altering the interview time

• Sending Interview questions in advance

• Giving additional time for interview

• Providing special equipment or modifying existing equipment

• Providing additional support.

We should consider broader issues when deciding whether it would be reasonable to make a particular adjustment, including:-

• How effective the adjustment is in preventing the disadvantage

• How practical it is

• Financial and other costs and the extent of any disruption

• Availability of financial or other help to make the adjustment

• The size and type of organisation.

Under the GDPR and Data Protection Act 2018, applicants may ask to see any notes written about them.

OFFER OF EMPLOYMENT

All correspondence will be via the recruitment portal. The conditional offer and relevant forms are sent via the recruitment portal instructing the candidate what to do next. All initial offers are provisional on satisfactory references, medical clearance, enhanced DBS check, right to work compliance and confirmation of any relevant qualifications if required. If the pre-employment checks are not satisfactory then the offer of employment could be withdrawn.

Due to the nature of our business it is essential that we are able to keep the individuals we support and all colleagues safe in our locations. Occasionally if we cannot mitigate any risks with risk assessments or reasonable adjustments, we will have to retract an offer of employment on Health

and Safety grounds. This could include having an occupational health appointment if clarification is needed on complex health issues.

Any Withdrawal of a job offer will be done by the HR team via a phone call to discuss the circumstances and a follow up letter will be sent with the right to appeal our decision within 5 working days.

Employer references are non-disclosable and any queries about references will need to be discussed with previous employers.

PRE-EMPLOYMENT CHECKS

Before the final contract (with start date) and confirmed to start letter can be sent to the candidate, a series of recruitment checks must be completed. They can be broadly summarised as:-

- References
- Disclosure Barring Service (DBS) including Certificates of good conduct (COGC)
- Health declaration review
- Occupational Health Check if required.
- Identity and Proof of Right to Work
- Professional Registration and Qualifications (If required)

If a candidate does not have the relevant qualifications / registration details or the right to work in the UK, they will not progress to onboarding.

Where a candidate has provided false details or documentation this will be referred to the HR team where the offer of employment may be withdrawn.

Failure by an applicant to provide accurate and truthful information in their application will result in their offer being withdrawn. If a colleague has intentionally provided inaccurate information, or withheld information that is relevant to their appointment, it can be cause for dismissal in accordance with our Disciplinary Policy and also prosecution. Misrepresentations as part of the recruitment process can constitute a criminal offence under the Fraud Act 2006.

It is not always necessary for all pre-employment checks to be redone for internal movers. The HR Admin team will be able to advise further depending on the individual circumstances.

REFERENCES

References will be requested once an offer letter has been sent and completion of the candidate's full application form and onboarding documents have been completed. The purpose of references is to check facts such as the applicant's job history, reasons for leaving and alert to any safeguarding concerns.

The number of references required varies depending on the current employment status of the candidate and Division: For External, Flexi-Bank and Agency temp to perm candidates within Adults/shared services and Supported Living two references covering 2 years are required, a character reference could apply if the candidate has only had one job in this time period. One reference must be from the candidate's most recent employer. For Childrens and Education a minimum of two references are required, where possible covering a 5-year period. For returners to us

within 3 months all factual references covering the gap will be required and obtained by the location manager.

For candidates already working with us, no references will be requested unless no previous references are available in the colleague's personnel file. It is therefore recommended that the hiring manager contacts the current line manager to discuss the candidate's most recent appraisal and/or supervision. The HR team is able to provide further advice and confirmation where requested.

References should ideally be obtained from people who have actually line managed the candidate or supervised them in an educational capacity however, company factual references can be accepted.

If an applicant has worked only as a volunteer, references should be obtained from a person in a position of responsibility in relation to the applicant, for example a person with management responsibility or HR department.

If necessary, character references may be undertaken if the applicant has not worked recently or where employment references were unable to be obtained. This reference should come from someone that has known the applicant for at least 2 years and is not a family member or partner.

Most organisations have a policy to only provide a basic factual reference which will confirm that the candidate worked for them, the dates, the job title, salary and hours of work. This does not mean this is an unsatisfactory reference.

References are obtained by the HR Admin team either via email or via the recruitment portal.

Any gaps in employment over 14 days need to be recorded and an explanation on file to cover the reason.

VERBAL REFERENCES

Once employer/personal references are received for roles within the Education or Childrens Division the hiring Manger must obtain verbal references to verify that the reference was obtained by the person the request was sent to and discuss any safeguarding concerns raised.

If after 3 attempts the verbal reference cannot be completed a Risk assessment must be completed and approved by the Regional Director.

SOCIAL MEDIA SOFT SEARCHES AND PROHIBITION CHECKS – EDUCATION DIVISION ONLY

Hiring managers are responsible for completing soft social media checks on shortlisted applicants before interviews take place. This can include a google search or popular social media site checks.

Each location will complete their own prohibition checks before the onboarding process is complete for any new teacher or equivalent role.

DISCLOSURE & BARRING SERVICE (DBS)

We recommend all successful applicants offered a position covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to register for the DBS Update Service prior to appointment with us.

If a candidate is already registered with the DBS Update Service, we will use their certificate number and obtain consent to run the check.

In exceptional circumstances a risk assessment may be accepted pending receipt of DBS clearance. A Risk Assessment will only be accepted if it is approved by the Regional Director committing to

ensuring the successful candidate does not work unsupervised until the DBS clearance is received, and an adults first check is completed if applicable.

If a candidate has lived outside of the UK for more than 3 months consecutively within the last 10 years when they were over the age of 18 a certificate of good conduct will be required. This does not include when travelling between multiple countries for small periods of time.

OCCUPATIONAL HEALTH

All successful candidates must complete a pre-employment health declaration. At times it may be determined that the candidate requires a pre-appointment health assessment to check medical fitness for the role. This can be done when the candidate/colleague:

- Applies for a post with us.
- Changes job, where this involves a significant change of duties.

No applicant should be refused employment on health grounds unless:

- Expert occupational medical advice has been sought or.
- The candidate has had the opportunity to discuss issues raised in their health declaration with a member of the HR team.
- The hiring manager has fully considered all the facts (advice should be sought from HR).

In exceptional circumstances a Risk Assessment may be accepted pending receipt of OH clearance, but this must be agreed by the Regional Director.

IDENTITY AND RIGHT TO WORK

It is vitally important that the identity and right to work status of a prospective colleague is reliably verified before they are appointed in accordance with the Employment Check Standards (Employers) and Home Office Guidelines.

These checks are designed to:

- Determine that the identity is genuine and relates to a real person.
- Establish that the individual owns and is rightfully using that identity.
- Establish that the individual has the right to work in the UK.

All documentation such as passports, birth certificates, BRPs (Biometric Residents Permit), BRC's (Biometric Residents card), identity cards and driving licenses must be checked to ensure they are genuine; a copy of the identity document and the colour verified photocopy should be saved in each successful candidate's documents file on the recruitment portal. A share code check must be done for each international candidate. From January 2025 only e-visa checks will be required which replace the BRP.

Copies of identity documents should be taken and the person who copied the document should date and sign it to certify it is a true copy of an original document and is a true reflection of the applicant seen.

When carrying out the right to work checks there are certain circumstances where the employer must receive positive confirmation of a person's right to work from the Home Office Employer Checking Service with their permission before they are employed. The Employer Checking Service must verify a person's right to work where an individual has:

- An outstanding application or appeal with the Home office which was made at the correct time;

- Presented an Application Registration Card (ARC) which states that the holder is allowed to work.
- Presented a Certificate of Application issued to or for a family member of an EEA or Swiss national which states that the holder is allowed to work.

There are exceptional situations where we may apply for a Certificate of Sponsorship for a successful candidate who does not possess the right to work. This will be judged on a case-by-case basis, with support from the HR and Ops teams, and will be driven by the nature of the role and the difficulty to fill the vacancies in that location.

If a vacancy does not appear on the Home Office immigration salary list, we will need to demonstrate that we were unable to recruit a resident worker in the UK before recruiting an individual from overseas. We will be required to provide details of the recruitment method used and give credible reasons why they did not appoint a suitably qualified resident worker. This is called the “resident Labour market test”.

A separate right to work guide can be found in Blink.

PROFESSIONAL REGISTRATION AND QUALIFICATIONS

The purpose of registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job.

The Hiring manager is responsible for taking copies of original certificates. For all posts that require professional body registration (NMC, GMC, HCPC) the Hiring Manager will take a copy of the PIN and carry out an online check before a job offer is made.

Where a certificate is in a different name from the candidate, the candidate must be asked to provide original evidence to explain the different names, for example a marriage certificate. Such evidence must be copied and signed and dated as a copy of an original document and saved in their personnel file.

CONTRACT OF EMPLOYMENT

Copies of the Main Terms and Conditions of Employment are issued via the recruitment portal as soon as possible once pre-employment checks have been successfully completed and a start date has been agreed. If the applicant is an existing colleague, then an amendment to the Terms and Conditions of Employment is issued within 4 weeks of taking up the new role. On day one the Line manager must get the new colleague to sign their contract and save it in their personnel file as the recruitment system will only record agreement to terms in an audit summary.

SENIOR MANAGEMENT

Recruitment for Senior Management positions, such as Director-level and above, may follow a slightly different process than other roles, in order to help ensure we are able to attract the most suitable candidates. This may include requesting CVs rather than application forms and shortlisting outside of the usual recruitment process.

FLEXI BANK WORKERS & AGENCY STAFF

New flexi bank workers will be subject to the same recruitment processes and pre-employment checks as substantive appointments.

Flexi-Bank work does not form part of reckonable service and all safer recruitment pre-employment checks will be conducted for the successful candidate in the same way as permanent colleagues.

For colleagues working for us through an agency, the agency is required to confirm that all pre-employment checks have been completed and copies obtained. Please refer to the agency worker policy.

Any appointment of Agency workers through temp to Perm to either a fixed term contract or a permanent role should be authorised by the Regional Director and any fees associated must be agreed and authorised before anything is confirmed. They will then need to follow our safer recruitment process for onboarding. Flexi-Bank workers are eligible to apply for internal posts and should be reviewed regularly if picking up regular work.

CONTRACTORS AND SELF-EMPLOYED WORKERS

All self-employed persons who work with us and who invoice the Finance Department for payment should as a minimum be required to provide documentary evidence of their identity, right to work, qualifications/professional registration (if applicable) prior to them undertaking work. These need to be checked by the department lead and are not done through the recruitment team.

WORK PLACEMENTS

Work Placements apply to individuals who are looking to gain experience in healthcare either as part of a programme of studying or to consider healthcare careers.

Applicants should be over the age of 16 for non-clinical settings and over 18 for clinical settings. Any work experience, including admin and clerical, in clinical settings should not be offered to anyone under the age of 18.

VOLUNTEERS

All volunteers must undergo checks prior to volunteering these include:-

- Volunteers DBS
- Risk assessments detailing restrictions such as no lone working, no personal care etc.
- 2 references

It is the responsibility of the location manager to complete these checks. Please see the Volunteers policy for more information

APPRENTICESHIPS

Apprenticeships offer the opportunity to gain formal recognition, through a qualification, for the competence and skills demonstrated in day-to-day work. We actively recruit from our local communities into a range of posts, which are paid at a specific apprenticeship rate.

If hiring managers want to consider an Apprentice for a particular role, Apprentices are sourced by the Learning and Development Department, who liaise with the Recruitment team. Any newly appointed Apprentices will be subject to the same pre-employment check processes as any other new colleague.

6. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The HR Team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will

be reviewed and updated two years from implementation unless legal changes demand a timelier amendment.
The application of this policy and its associated documents is mandatory for all colleagues, and all company representatives. Colleague's understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

The people we support will be involved in the review to ensure it captures the important issues for them.

7. Areas of Responsibility

Chief Executive Officer

The Chief Executive Officer has overall responsibility for ensuring the Company has employment law policies and procedures in place to manage all aspects of staff employment, with the support of the Group HR Director.

Chief People Officer

The Chief People Officer is responsible for ensuring the Company has employment law policies and procedures in place to manage all aspects of staff employment, with the support of the HR Team and other company Directors.

Senior Management Team

Members of the Senior Management Team are directly responsible for monitoring the implementation of this policy by Line Managers within their region/team.

Line Managers

Line Managers are directly accountable for managing recruitment in accordance with the processes in this policy, with the support and advice from the HR and Recruitment Teams. They are responsible for ensuring all their team members have access to this policy, they are aware of the content and understand their role and responsibilities as employees in relation to this policy.
Line Managers are responsible for ensuring all records/documentation are maintained accurately and in a timely manner in accordance with the policy.

Deputy Manager/Team Leaders

Within locations, Deputy Managers and Team Leaders are responsible for implementation of this policy in the absence of the Principal/Registered/Service Manager and when on interviewing panels.

People Team

The People Team are responsible for supporting all line managers in the effective implementation of this policy when managing recruitment.

Employees and Applicants

It is the responsibility of the employee and any candidates applying for jobs with us to ensure they are familiar with, and adhere to, this policy.

8. Learning and Development

We are committed to ensuring that all colleagues are aware of what is expected of them so that everyone is appropriately supported. Colleagues should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

9. Associated Documents

This policy should be used in conjunction with, and is supported by, the following guidance and legislation:

- Verification of identity checks and Right to work checks (Gov website)
- Professional registration and qualification checks
- Disclosure Barring Service (DBS) Policy
- General Data Protection (GDPR)
- Rehabilitation of Offenders Act 1974
- The Asylum and Immigration Act 1996
- Equality Act 2010 & Amendment Order 2012
- Flexible Working Policy
- Equal Opportunities and Diversity Policy
- Confidentiality Policy
- Professional Boundaries policy
- Schedule 2 – The Childrens Home (England) Regulations 2015
- KCSIE Guidance
- Keeping Learners safe – Wales.Gov guidance
- The independent school Standards (Wales Regulations) 2003
- Right to Work Guidance in Blink.
- ACAS Guidance
- School Staffing (England) Regulations 2009
- Employment Act 2002

10. Useful Links and appendix

https://www.gov.uk/government/organisations/disclosure-and-barring-service

https://www.gov.uk/government/publications/right-to-work-checks-employers-guide

Children and Young Persons Act 1933 and The Education and Skills Act 2008 – in regard to employing young people.

Salutem Values and code of conduct

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	4/10/24	Final	New policy