

## POLICY DOCUMENT

Policy Title:	Recruitment
Policy Group:	Human Resources
Policy Owner:	HR Manager
Issue Date:	03/03/2021
Review Period:	36 months
Next Review Due	03/03/2024
Author:	S O'Rourke
Cross References:	Staff Handbook, Equal Opportunities & Diversity Policy
Evidence:	DBS Code of Practice, ACAS, Delafield Consulting
How implementation will be monitored:	Reports to Management Team, data derived from Annual Audit
Sanctions to apply for breach:	Withdrawal from Recruitment Process until after further training
Computer File Ref.	O:\New Policybook\Human Resources
Policy Accepted by MT	3 <sup>rd</sup> March 2021
Sign-off by CEO	

### Statement of purpose:

This policy sets out the normal procedures to be used at Holy Cross Hospital in the recruitment of employees. It recognises the importance of ensuring that all who are employed to work in the care of vulnerable adults should have demonstrated that they are fit to do so and that periodic checks should be made to ensure they continue to meet the required standards. It is Holy Cross's intention to avoid discrimination in any form and to use practices that ensure that new employees are recruited when needed and are selected by reference to appropriate criteria thereby meeting the organisation's equal opportunities & diversity policy and supporting the values of the organisation.

### Policy Statement:

#### 1 EQUAL OPPORTUNITIES

Holy Cross seeks to comply with Equal Opportunities legislation and to avoid discrimination of any form. See Equal Opportunities Policy and Staff Handbook

#### 2 JOB DESCRIPTIONS AND PERSONNEL SPECIFICATIONS

Job Descriptions will aim to make clear the range of tasks to be undertaken and the standards that the post holder is expected to achieve. They should include clear linkage to policies and training requirements, and Codes of Conduct for professional staff.

Personnel Specifications list the essential and desirable attributes, together with any disqualifications against which candidates can be assessed. This will enable the Hospital, as an employer, to demonstrate fairness by assessing candidates against the same objective criteria and avoid charges of discrimination.

It is the Hospital's policy to review job descriptions regularly in conjunction with the appraisal process, to ensure that they remain current.

### 3 ADVERTISEMENTS

Vacancies will only be advertised after a request from the Senior Manager to fill a vacancy or vacancies in their department. All job opportunities will be advertised in such a way as to offer the greatest chance of the selection process being fair. Advertisements aim to be free from direct or indirect discrimination. There may be a time limit for receipt of applications.

The approval of the Management Team must be given for the use of recruitment agencies for permanent or temporary positions.

### 4 RIGHT TO WORK

The Hospital is required by law to check that an applicant may lawfully work in this country (Asylum and Immigration Act 1996) but in doing so must not discriminate against people on grounds of race. See the attached procedure for details.

### 5 SELECTION INTERVIEWS

All interviews should be carried out with reference to the Job description and Personnel Specification.

In general, any short-listed candidates should be invited for interview in writing stating day, time, venue and who will be at the interview. Where time is short it may be necessary to invite candidates for interview by telephone.

Normally, two people will conduct the interview, at least one having had specific training and experience in staff selection processes. All candidates must be given adequate notice of the interview and sufficient time will be allowed for each candidate to present their case adequately.

All interviewees will be offered assistance, if required, to attend or participate in the interview and are requested to notify H. R. in advance.

All applicants must provide a full employment history from leaving full time education to the time of the application. Any gaps in employment history will be explored at interview and the reasons documented.

A record of the interview will be retained in the HR department for a period of 12 months.

### 6 NOTIFICATION OF THE OUTCOME OF THE INTERVIEW PROCESS

All candidates will be advised within a reasonable time of the result of their interview and whether or not employment is to be offered.

### 7 QUALIFICATIONS, REFERENCES, HEALTH CHECKS, AND DISCLOSURE & BARRING SERVICE CHECKS

Applicants are required to sign a declaration on the Application Form that covers all these topics. Details of the information required are set out in the attached procedure.

### 8 OFFER OF EMPLOYMENT

Generally, the offer of employment is made verbally then followed up with an offer of employment letter, which summarises the main terms and conditions and a written statement of terms and conditions of service. Both the written statement and offer letter

should be completed in a form that has received prior approval of Management Team. All offers of employment must be signed by a Senior Manager.

#### 9 URGENT OR HARD TO FILL VACANCIES

In cases of difficulty and subject to the approval of Management Team some of the arrangements set out in this policy may be omitted in order to enable the Hospital to secure the appointment of an employee into a post which is either urgently needed or where past efforts to fill the post have proved unsuccessful. For instance, if a professional post has been temporarily filled by an agency employee who subsequently wishes to transfer to the hospital's employment, it may not always be necessary to go through the normal advertising and selection processes. However checks will be made to ensure that there is no obvious unfairness in adopting this procedure.

#### 10 Refer a friend Scheme

Hard to fill vacancies may be subject to a financial payment to both an employee who refers a person for employment under this scheme, and to the successful employee on completion of the probationary period. Details of the scheme, payment and which vacancies, will be posted throughout the hospital when such a scheme opens and closes.

#### 11 Agency Staff

It is Hospital policy that existing or former staff will not be booked to work at the hospital via an agency.

All new agency staff will be given an orientation and induction checklist to complete on their first shift.

Agency staff must wear uniform and a name badge, as provided by their agency and adhere to Hospital uniform policy. Managers are responsible for the enforcement of this policy in their departments.

#### 12 RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, Holy Cross Hospital complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

It is necessary to obtain an Enhanced Disclosure for all posts where the person works in Regulated activity and a Standard Disclosure for all posts where the persons work gives them "access to patients in the course of their normal duties". This is to ensure compliance with insurance requirements, the Care Quality Commission and Independent Healthcare Regulations, and to safeguard the vulnerable persons in the hospital's care. All other posts not covered in the above criteria are not subject to DBS checks.

All applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Chief Executive and guarantee that this information is only seen by those who need to see it as part of the recruitment process.

We ensure that all those in Holy Cross Hospital who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar an individual from employment at Holy Cross.** The decision whether or not to employ will depend on the nature of the position and the circumstances and background of the offences.

## **Procedures supporting the Recruitment Policy:**

### **1 CONTENT AND PLACING OF ADVERTISEMENTS**

The following information should normally be included in the advertisement:

Holy Cross Hospital's logo

Job Title

Summary of duties

Hours of work

Qualifications required

Rate of pay

Closing date for applications

Contacts name for enquiries/application pack

Charity number

Care must always be taken to ensure that nothing in the advertisement is discriminatory: for instance do not advertise specifically for a male or female (unless there is an occupational requirement).

This may include placing advertisements in newspapers, professional journals or shop windows locally.

In addition notification of vacancies will be put on the Hospital's website, intranet and on the notice boards within the hospital. Advertisements will aim to give sufficient information to enable the reader to understand whether they have the qualifications for the post and whether the employment terms are likely to be attractive.

All advertisements should be arranged through the Human Resources Office.

### **2 PRE-EMPLOYMENT CHECKS**

#### **Right to Work and Identity**

Managers considering all applications should ask applicants for evidence of their right to work in UK and to establish their identity. An original of one or more of the following documents is acceptable:

- NI card or P45
- Document such as passport with appropriate endorsement
- Birth certificate showing right of abode in UK
- Document showing person has the right to seek work in UK

A copy of the original document should be retained. An applicant without the appropriate document should be referred to a Citizens Advice Bureau for assistance.

#### **Right to work in the UK**

Holy Cross Hospital is a Home Office licensed sponsor. Anyone recruited from outside the UK, excluding Irish citizens, needs to meet certain requirements and apply for permission. Under the points-based immigration system, anyone coming to the UK for work must meet a specific set of requirements for which they will score points.

A prospective worker from a non-EEA country will no longer be issued with or able to extend a work permit. Instead, they will be subject to the conditions of Sponsorship under Tier 2 of Points Based System introduced by the Border and Immigration Agency. Holy Cross Hospital is an A-rated Tier 2 sponsor with UKVI.

EU citizens already living in the UK will need to provide evidence of their eligibility to live and work in the UK under the EU Settlement Scheme

It is the responsibility of individual employees to inform H.R. in writing of renewal or change of visa status and provide evidence from the Home office, including refusal of a visa renewal.

All employees subject to Home Office approval of their Right to Remain and Work in the UK will be required to show their passport on the anniversary of joining the Hospital's employment.

#### Qualifications

Where certain qualifications are required and where registration is a pre-requisite, it will be the responsibility of the professional manager concerned or the Human Resources Department to ensure that the applicant is so qualified and copies of supporting documents will be placed in the applicant's file.

#### References

Applicants will be asked to provide two referees, one of whom must have known them in a work capacity (except in a case of school/college leavers in which case a tutor should be cited as a referee).

#### Health Checks

All new employees are required to complete either an online or paper Health Questionnaire from the Hospital's Occupational Health provider. Online applications are submitted direct to the OH provider via an online portal. The results of the pre-employment medical clearance will be sent to the HR department via secure email given clearance as fit to start work; or may request further information or medical examination.

All clinical staff involved in 'exposure prone procedures' should demonstrate their immunity to Hepatitis B or be prepared to be vaccinated. Anyone declining vaccination must sign a declaration to this effect, following discussion with the Occupational Health Advisor and may be restricted in the performance of exposure prone procedures. This record will be kept in the employee's personnel file. Any known or suspected change in health status by reference to blood-borne viruses or other infectious diseases (Hep B, Hep C, HIV/AIDS, TB, etc.) must be reported to HR Department at the earliest opportunity.

#### Disclosure & Barring Service Checks (see Section 10)

Applicants sign two declarations on the application form. One is to confirm whether or not they are willing to make an application for Disclosure of Information from the Disclosure & Barring Service. The other is to confirm their understanding of General Data Protection Regulations in respect of their personal information, the truth & accuracy of the information given on the form, together with the conditions under which any appointment may be offered and the following:

- Whether they have been or are currently the subject of any police investigation and/or prosecution in the UK or any other country.
- Confirmation that they have never been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK, or criminal conviction in any other country.

- Confirmation that they are not currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health/social care professionals including such a regulatory body in another country.
- Confirmation that they have never been disqualified from the practice of a profession or required to practice it subject to specific limitation following a fitness to practice investigation by a regulatory body, in the UK or another country.
- That they will notify if there is any change in their health status.

After the selection process, the preferred candidate will be asked to make an application for Disclosure of criminal records via the Disclosure & Barring Service. Information on how to make this application will be given to the selected applicant. A DBS Adult First check will be requested for new applicants working in Regulated Activity.

DBS Applicants are encouraged to register for the Subscription Update Service and will be reimbursed the annual subscription fee during their employment with the Hospital, subject to registration checks by H.R. annually or as required.

#### Offer Subject to Completion of Checks

If an offer of employment has to be made before these checking processes are complete it will be made clear in the letter that the offer is subject to satisfactory completion of the processes.

### 3 PROCEDURE FOR HANDLING DISCLOSURE INFORMATION

#### General Principles

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Holy Cross Hospital complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the General Data Protection Regulations and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available on request to those who wish to see it.

#### Consent

All applicants for employment at Holy Cross Hospital will be given the opportunity to state whether or not they are willing to apply for a Disclosure at the earliest possible opportunity in the job application procedure. DBS applications are made via the online company, Ucheck. On completion of the DBS application form by the applicant, Human Resources will check and complete their part of the form and check and copy the original documents supporting the application, if not already done. These will be retained in their personnel file. Completed application forms. There is no charge to applicants for this process. Applicants are encouraged to subscribe to the DBS Update Service and the annual fee will be reimbursed by Holy Cross Hospital on receipt of a signed consent form to perform a Status Update check, normally on the anniversary of subscription.

#### Receipt of Information

H.R. will track applications on line via the DBS website and will request sight of the original DBS certificate, photocopy and retain copy in the individual's personnel file. The certificate number is recorded on the personnel database.

### Handling Usage and Disposal of Information

The information will not be disclosed to other persons unless they have the authority to require it, such as inspectors from the Care Quality Commission. The information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Records

The Ucheck system records the date a Disclosure application was submitted, the date a Disclosure was received, the name of the person about whom the information was disclosed and the date of renewal.

### Repeat Checks

It is the policy of the Hospital to repeat a Disclosure application every 3 years for those who remain in the same employment, except where applicants subscribed to the annual update subscription service. In this case, an annual status check will be performed.

## 4 STAFF ACCOMMODATION

Single room accommodation is available to accommodate up to 18 people at any one time. Rooms are allocated on a "first come, first served" basis. A deposit is required and with permission, will be deducted from salary together with the monthly rent, which includes a share of the council tax for the property. The hospital reserves the right to withhold the deposit if the room is left in an unacceptable state. All rooms are checked prior to occupation and before the room is vacated. Damage to the room or property may result in a request for payment additional to the withholding of the deposit. Resident staff will be provided with a set of general rules for living in the accommodation and are required to comply with them. If required to vacate their room; residents will be given 1 months' notice. If a resident's employment ends, the room must be vacated within 5 days of the end date of employment.

### Review

This policy has been reviewed for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

The policy will be reviewed annually to ensure that the system described continues to provide an effective framework for managing recruitment.