RECRUITMENT AND SELECTION POLICY

PRN-110: Recruitment and Selection Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
Version Number: V01 20260815
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1. Purpose

The purpose of this policy is to ensure that the organisation recruits and selects suitable employees and volunteers who possess the skills, experience, values and behaviours necessary to provide safe, effective and compassionate companionship and wellbeing support services for older people and adults with disabilities.

The organisation is committed to fair, transparent and safer recruitment practices that promote equality, diversity and inclusion whilst protecting service users from harm.

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2. Scope

This policy applies to:

- Employees
- Volunteers
- Trustees
- Directors
- Agency Workers
- Students and Placements
- Contractors engaged in service delivery

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3. Policy Statement

The organisation believes that recruiting the right people is fundamental to delivering high-quality services.

We will:

- Recruit based on merit and suitability.
- Promote equality of opportunity.
- Prevent discrimination.
- Operate safer recruitment procedures.
- Verify identity and employment eligibility.
- Undertake references and background checks.
- Ensure appropriate Disclosure and Barring Service (DBS) checks are completed where required.
- Select individuals whose values align with the organisation's mission and standards.

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4. Principles of Recruitment

The recruitment process will be:

Fair

All applicants will be assessed objectively against the requirements of the role.

Transparent

Vacancies, criteria and selection processes will be clearly communicated.

Inclusive

Recruitment practices will encourage applications from diverse backgrounds.

Safe

Appropriate checks will be completed before individuals begin work or volunteering.

Person-Centred

Recruitment decisions will consider the ability of candidates to support older people and adults with disabilities in a compassionate and respectful manner.

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5. Workforce Planning

The organisation will:

- Identify staffing requirements.

- Review workforce needs annually.
- Develop role descriptions for all positions.
- Ensure sufficient numbers of staff and volunteers are available.
- Plan succession arrangements where possible.

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6. Job Descriptions and Person Specifications

All recruitment activity will be based upon:

Job Description

Including:

- Purpose of the role
- Key responsibilities
- Reporting relationships
- Working arrangements
- Expectations regarding safeguarding

Person Specification

Including:

Essential Criteria

- Relevant knowledge
- Skills
- Experience
- Values and behaviours

Desirable Criteria

- Additional qualifications
- Specialist experience
- Community engagement skills

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7. Advertising Vacancies

Vacancies may be advertised through:

- Organisation website
- Local community networks
- Employment websites
- Social media
- Volunteer centres
- Local authority networks
- Universities and colleges

Advertisements will include:

- Role title
- Main duties
- Hours
- Location
- Salary (if applicable)
- Closing date
- Safeguarding statement
- Equal opportunities statement

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8. Application Process

Applicants will be required to:

- Complete an application form
- Provide employment history
- Explain gaps in employment where appropriate
- Declare relevant criminal convictions
- Provide details of referees
- Confirm right to work status

CVs may be accepted but must be supported by additional information where necessary.

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9. Shortlisting

Shortlisting will be undertaken by at least one authorised manager.

Assessment will be made against:

- Essential criteria
- Suitability for the role
- Relevant experience
- Commitment to organisational values

Records of shortlisting decisions will be retained.

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10. Interview Process

Candidates may be invited to:

- Face-to-face interview
- Virtual interview
- Group assessment
- Practical exercises

Interview questions will assess:

Competence

- Communication skills
- Reliability
- Problem-solving abilities

Values

- Respect
- Compassion
- Inclusion
- Professional boundaries

Safeguarding Awareness

Understanding of:

- Abuse

- Neglect
- Risk
- Reporting responsibilities

Notes of interviews will be securely retained.

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11. Safer Recruitment Checks

Before appointment the organisation will complete appropriate checks.

Identity Verification

Accepted documents may include:

- Passport
- Driving licence
- Birth certificate

Right to Work

The organisation will verify legal entitlement to work in the UK.

References

At least two references should be obtained where appropriate.

References may include:

- Previous employers
- Volunteer supervisors
- Educational providers

References must be verified before employment wherever possible.

Employment History Review

Any gaps in employment will be explored and documented.

Qualification Checks

Relevant qualifications may be verified.

DBS Checks

Where required, individuals will undergo:

- Basic DBS

- Standard DBS
- Enhanced DBS

The level required will depend on duties undertaken.

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12. Appointment and Offer of Employment

Offers of employment may be conditional upon:

- Satisfactory references
- DBS clearance where required
- Right to work verification
- Qualification verification
- Occupational health declaration where appropriate

Formal written offers will be provided.

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13. Probationary Period

New employees will normally complete a probationary period of six months.

During probation:

- Performance will be monitored.
- Supervision sessions will take place.
- Training requirements will be reviewed.
- Conduct and suitability will be assessed.

Probation may be:

- Confirmed
- Extended
- Terminated

where appropriate.

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14. Volunteer Recruitment

Volunteers will be recruited using proportionate safer recruitment procedures.

This may include:

- Application forms
- Informal interviews
- References
- DBS checks where required
- Induction training

Volunteers will receive:

- Support
- Supervision
- Guidance on boundaries
- Safeguarding training

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15. Equality and Diversity

The organisation is committed to equality of opportunity.

No applicant will receive less favourable treatment due to:

- Age
- Disability
- Sex
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation

Reasonable adjustments will be made throughout recruitment processes.

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16. Data Protection

Recruitment information will be:

- Stored securely
- Accessed only by authorised personnel
- Retained in accordance with data protection requirements
- Destroyed securely when no longer required

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17. Responsibilities

Directors

Responsible for:

- Oversight of recruitment practices
- Governance and compliance

Managers

Responsible for:

- Implementing recruitment procedures
- Conducting interviews
- Completing checks
- Maintaining records

Employees and Volunteers

Responsible for:

- Providing accurate information
- Disclosing relevant matters honestly

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18. Monitoring and Review

The organisation will monitor:

- Recruitment outcomes
- Equality data
- Staff turnover
- Probation outcomes
- Compliance with safer recruitment requirements

This policy will be reviewed annually or sooner if legislation changes.

Related Policies

- Adult Safeguarding Policy
- Volunteer Management Policy
- Equality, Diversity and Inclusion Policy
- Data Protection and GDPR Policy
- Whistleblowing Policy
- Learning and Development Policy

Legislative Framework

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018
- UK GDPR
- Employment Rights Act 1996

Immigration, Asylum and Nationality Act 2006