



Recruitment and Employment of Workers and Managers in the Service

Why do we need this policy?

Grace's Place aims to provide good quality support and care. An important part of making this happen is the recruitment and selection of workers and managers who have the qualifications, skills, knowledge and abilities to support people effectively. We are committed to doing this in ways that promote equality of opportunity and anti-discriminatory practice.

How will this happen?

Managers and workers are recruited through a process which includes:

- completing an application form
- proof of identity, including a recent photograph
- taking up at least 2 written references, including one from the last employer
- if the person has worked in social care before, checking why they left their last job
- carrying out a health assessment / check¹
- carrying out a criminal record check (see below)
- checking with the Independent Safeguarding Authority
- cross-references to the Health and Care Professions Council or other professional bodies where appropriate
- consideration of the person's previous experiences and working history and the explanation for any gaps in this history
- whether the person has the required professional or NVQ qualifications
- whether the person has the right to work in this country
- at least one interview

An enhanced criminal record check will be required for managers and any members of staff who are directly working with people who are using the service and/or their families. A standard criminal record check will be required for any workers whose jobs do not involve direct contact or the provision of any form of care or support or supervision or training.

The qualifications of managers and workers need to meet the requirements of Skills for Care and the Health and Care Professions Council. If a new recruit has appropriate experience and abilities but does not already have the necessary qualifications before beginning work in the service, he/she will be required to work towards an appropriate NVQ or other nationally recognised qualification within an agreed period of time.

Within 8 weeks of starting work all new recruits will be given copies of the terms and conditions of employment, as well as copies of relevant policies and procedures, including Training and Development and the Grievance Procedure and Disciplinary Procedure.

Before confirming a permanent contract, all workers and managers will have to complete a probationary period of 6 months¹ and provide evidence of satisfactorily completing their induction and of having the necessary skills and knowledge for the job. If they have not been willing to do this the service's Disciplinary Procedure will be followed.

Workers and managers will have the opportunity to continue to develop their knowledge and skills through regular supervision and an annual appraisal of their work which will include an individual learning and development plan.

If permanent workers have to be made redundant at any time, we will comply fully with the statutory regulations about this, including giving notice, allowing time off to look for alternative employment and making redundancy payments. Employment may also be ended through the Disciplinary Procedure if an employee's conduct or work falls below required standards. There is more information about this in our policy on Standards of Conduct and Practice.