

# Recruitment Policy and Procedure

Reviewed: August 2021



Leuchie House will follow all principles within the Care Inspectorate's guide to recruitment: Safer Recruitment Through Better Recruitment. This policy highlights key parts of that guidance as well as policy points specific to Leuchie.

Leuchie House is proud to be an equal opportunities employer and we treat all job applicants, employees and volunteers fairly and equally. We are committed to creating an inclusive working environment, promoting and providing equal opportunities in employment, respecting diversity and avoiding unlawful discrimination at recruitment and in all contact. We welcome applications from all individuals.

## Scope

This policy applies to all candidates applying for job roles within Leuchie House as well as new starts and employees.

## Recruitment Procedure

- As a charity, we will work hard to ensure a positive experience for all applicants even if they are unsuccessful in their application.
- Information given within the recruitment process will be managed in accordance with the UK General Data Protection Regulations (2018). The information will be used for recruitment purposes only and successful applications will form part of the employment record. All unsuccessful applications will be destroyed within 12 months of the closing date for the position advertised.
- Candidates are instructed that if selected for interview, they may inform HR any reasonable adjustments are required to be made for their interview.
- If a candidate withholds relevant information or gives any false information within their application, then the application or employment may be terminated.
- All vacancies will be advertised on the staff room noticeboard.
- CVs may be accepted to apply for jobs in order to note initial interest and must be followed up with a supporting statement. This is to make jobs at Leuchie as accessible as possible to as wide an audience as possible and we will always be flexible in the initial stages of the recruitment process.
- Shortlisted candidates will be interviewed in a fair, consistent and equal manner.
- Feedback will be provided to unsuccessful candidates where requested.
- It will be for HR to make all offers of employment. All offers are subject to satisfactory PVG and reference checks.
- No candidate should start without two references in place. Start dates should be delayed if there are not references in place. A verbal reference may be acceptable to allow a start date but should be followed up in writing.

## Protecting Vulnerable Groups (PVG) Scheme

All posts at Leuchie are regulated under Protecting Vulnerable Groups (PVG) legislation and as such clearance is required through undertaking a membership scheme check for working with protected adults. Candidates are required within their application form to disclose all unspent convictions. Disclosure Scotland offers guidance on which spent convictions must be declared.

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Candidates should not start without PVG clearance. However as noted in the Care Inspectorate guidance, there may be exceptional circumstances where the need to maintain safe staffing levels leads to candidates starting before PVG clearance is received. If this is the case:

- A risk assessment must be completed on their first day and updated on a rolling basis
- This risk assessment must be signed by either the Head of Care or the Head of HR. It is the responsibility of these two individuals to ensure a risk assessment is in place from day one.
- This risk assessment means that we are comfortable with them being in the building and treated as an employee
- The risk assessments allows a person to carry out personal care only when working with another member of staff. Until the PVG clearance is in place, the new starter must not work in a private space, i.e. bedroom or bathroom, with a guest.
- The risk assessment allows them to be on their own in communal spaces – i.e lounge, or dining room as these are spaces in which other staff will come and go from, and the potential for harm is less.

The cost of a PVG check, whether an existing member or new member, will be deducted from the first month's salary at the lower rate. Any difference in this should be paid from Leuchie's recruitment budget to ensure jobs are accessible to those who have not worked in care before.

### Recruitment of Ex-offenders Procedure

Only applicants who are applying to carry out a regulated work position who are barred from that type of regulated work will automatically not be granted the position applied for.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred, and Leuchie will not appoint any individual who is barred from the type of regulated work to which the position applies to. It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

Leuchie ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for, by taking account of:

- whether the conviction is relevant to the position being offered
- the seriousness of the offence revealed
- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offence took place.

Should Leuchie decide that the information disclosed is relevant to the post applied for, this will prompt detailed consideration of whether the application can be progressed, based on a risk assessment. Any decision will be fed back to the applicant to make them aware.

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## Secure handling, storage and retention of PVG and disclosure data procedure

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Leuchie will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Once the Disclosure check is received at Leuchie House the PVG number will be stored securely on the HR information system. Disclosure information will only be shared with those authorised to see it in the course of their duties.

The hard copy record will be destroyed by shredding. No image or photocopy of the Disclosure information will be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken