Safer Recruitment Policy

**Policy Statement**

Vida Healthcare endorses the duties imposed by Regulation 19 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, by the measures established for recruitment purposes and individuals entering Vida Healthcare’s sites.

**1. Aims and Objectives**

* 1. Vida Healthcare carries out Disclosure & Barring Service (DBS) checks, barred lists checks, and prohibition checks for all staff in order that risks to vulnerable adults are identified and informed decisions made regarding the suitability of individuals to work in their care homes prior to any work being undertaken, wherever possible.
  2. In addition to the Safeguarding Policy, the following processes must also be adhered to when recruiting any members of staff, whether temporary or permanent and also when inviting agency or third-party workers, volunteers and visitors into our homes.

**2. Recruitment**

2.1 Requests for recruitment of additional employees must be submitted in writing by line managers to the Operations Director (this includes all requests for temporary staff). Once approved, the HR department will organise the recruitment process (please see the Recruitment and Selection Policy). Where any request is declined by the Operations Director no further action should be taken.

2.2 At least one member of staff involved with the recruitment and employment of staff will hold a valid Safer Recruitment Certificate. Once an appointment is made, the HR Department will require all of the relevant employment details from the Line Manager (hours, duration of employment, role etc.) in order to make a formal offer of employment in writing, to obtain references and to make contact with the individual in order to arrange for a Disclosure & Barring Service application to be made.

2.3 Only once all relevant checks have been made and a DBS certificate received will the HR Department be able to confirm a start date and issue a contract of employment to the individual. The appointee must not be allowed to commence work until the HR Department’s confirmation is received. Anyone found in breach of this procedure may face disciplinary action.

**3. Regulated Activity**

3.1 Anyone (including visitors and volunteers) who is deemed to be undertaking regulated activity must possess a satisfactory DBS certificate and the original must be seen by a member of the HR Department well in advance of the individual's initial activity in the home(s). Please refer to the HR Department for clarification well before inviting individuals into the homes(s), as stringent guidelines must be adhered to.

**4. Risk Assessments**

4.1 Vida Healthcare appreciates that there may be times when urgent cover is required for a role. Under such exceptional circumstances, permission must be sought from the Operations Director before any work is carried out. Once approval is given the relevant person MUST be presented to the HR Department who will check the portability of any current DBS certificate that the relevant person may possess or will assist with the completion of a DBS application, should this be necessary. The relevant person will need to provide original ID (list available from the HR Department).

4.2 In addition, and again before any work can be carried out, a risk assessment MUST be carried out by either the relevant line manager which will detail the type of work being undertaken, hours being worked, date when the Barred Lists check was carried out and the name of the employee responsible for supervising. The risk assessment should be signed by the relevant person and the employee responsible for their supervision. The risk assessment will be reviewed on a fortnightly basis until the DBS certificate is received. It is the responsibility of the supervisor to ensure that the risk assessment is adhered to at all times. The HR Department will retain the risk assessment and advise the employee responsible for supervising when a review is due. Once the DBS certificate has been received the risk assessment will be signed off and a copy retained on the employee’s personnel file by the HR Department.

**5. DBS & Overseas Checks**

5.1 The DBS helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.

5.2 Before confirming someone’s appointment, Vida Healthcare is required to carry out DBS checks, which are based on the eligibility for the types of checks required for certain positions in care service work.

5.3 Prospective employees who have lived and worked overseas during the previous 5 years and have not worked in a UK care setting since returning to the UK will be expected to obtain a certificate of good conduct from the police in each country concerned.

**6. Agency Workers**

6.1 It is necessary to obtain written notification from any agency or third-party organisation or contractor company, that they have carried out the appropriate background checks and obtained the relevant DBS certification on an individual who will be working at Vida Healthcare, that we would otherwise perform.

6.2 Vida Healthcare will regularly review the practices of any agency that supplies workers to make sure that all required checks are being carried out.

**7. Ongoing Vigilance**

7.1 Good safeguarding requires continuing commitment from all to ensure the safety and welfare of our service users and is embedded in all of our processes and procedures. Therefore, safer recruitment is not just about checking, and safeguarding is not limited to the recruitment process.

**8.** **Scope**

8.1 All employees, agency or third-party staff, volunteers and visitors are required to abide by this policy.

8.2 For further information, please liaise with the HR Department or Operations Director.