

October 17, 2019

POLICY STATEMENT

This policy is intended to set out the values, principles and policies underpinning Homecare D & D Ltd's approach to recruitment.

The aim of our selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment.

Homecare D & D Ltd is committed to providing equal opportunities to all job applicants irrespective of race, nationality, sex, sexual orientation, gender reassignment, **marital status**, union membership or disability.

Homecare D & D Ltd provides employees with an opportunity to indicate their interest in open positions and to advance within the agency according to their skills and experience. In general, notices of all regular, full and part-time job openings will be posted, although the agency reserves its right not to post a particular opening.

To be eligible to apply for a posted job, an employee must be performing competently in their present position and have held it long enough to make a significant contribution. Homecare D & D Ltd encourages employees to talk with their supervisors about their career plans and supervisors are encouraged to support employees' efforts to gain experience and advance within the organisation.

An applicant's supervisor may be contacted for an account of an employee's performance, skills, and other factors relevant to any application they may take. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

PROCEDURE

PERSONNEL SELECTION

1. All job vacancies will be advertised in the relevant local press/ job centre where an application form will be completed, which will outline the job title, description and job specification and submitted to the Office.
2. The recruitment procedure will not discriminate against any applicant and comply with the Disability Discrimination Act. This agency practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, **marital status**, gender reassignment, religion, ethnic origin, race, disability or union membership (or lack of it). To monitor the translation of this intention into practice all applicants (and their ultimate selection or rejection) will be reviewed.
3. Applicants will be short-listed by comparing their application form with the person specification for the job. All short-listed candidates will be offered an interview and given details of the time and date of the interview.
4. If successful the applicant will be invited to attend an interview where a record of the meeting will be completed to reflect the physical and mental suitability of the applicant to the work and that they are legally entitled to work in the United Kingdom.

October 17, 2019

5. On offering a position in writing, an application will be made for a DBS and two references, which need to reflect the suitability of the applicant to the work to be carried out and must be in place before the worker can commence their work, if there is a reason as to why the reference cannot be in place or a poor reference is received then a risk assessment will be undertaken.
6. When allocating work the new worker will work shadow an experienced worker or monitored by a suitably qualified member of staff before offering work as a lone worker. New workers will know who they are able to contact and how when expert advice is needed.
7. A full company induction programme will be undertaken on starting the job, including the "terms and Conditions of Employment", and purpose of the service, rights of people who use the service, actions to be taken in an emergency, health and safety risk assessments, reporting procedures, mandatory standards for care, codes of professional conduct and outline clear roles and responsibilities of their team and is completed before they are allowed to work unsupervised.
8. All staff are monitored through monthly supervision in the homes of the Service User over the three month probationary period and a one-to-one supervision with their line manager prior to the end of the probationary period to review their suitability to the role.
9. Support will be provided throughout the induction and training period and only tasks appropriate to their training and competence will be allocated.
10. The risk assessments in place in the homes of the Service User will take into consideration the health and safety needs of the Care Worker and subject to the same review process as the Service User reviews.

INDUCTION AND SUPPORT

11. All staff will receive a full and comprehensive induction to the Skills for Care Common Induction Standards within the three month probationary period. Also have access to the relevant mandatory training and formal qualifications required as relevant to the job identified by Skills for Care.
12. Induction will commence when they start the job and completed before they are allowed to work unsupervised. Induction will include:
 - The aims and objectives of the service
 - Information on the type of Service User they will provide support to and their specific communication needs
 - The rights of the Service User
 - The policies and procedures of the service
 - The action to be taken in an emergency
 - The health and safety and risk assessment requirements of the job
 - How to report adverse events, incidents, errors and near misses
 - Supervision and support arrangements
 - Lone working safety arrangements
 - Reporting cases of poor quality of service delivery
 - Introduction to the terminology and culture of the care sector

October 17, 2019

13. Relevant and ongoing training and development to meet the needs of the company, sector and individual skills will be provided, taking account of work patterns. All relevant training resources will be provided.
14. Supervision every three months including one-to-one and group meetings, observations in the workplace and annual appraisal will be conducted throughout employment with the company to identify and implement relevant training and support, details of which are issued as an individual training plan.
15. Training and development activity is collated and recorded by the company and development opportunities identified to keep skills up to date and meet the needs of the company and sector requirements.
16. Staff will be supported, where it applies to take accredited training delivered by trainers and providers are competent to deliver the training.
17. All induction training and ongoing training is recorded and monitored for staff attendance and further training needs will be identified.

IDENTIFICATION

18. All staff are issued with an agency identification card. The tamper proof laminated card has the company name, contact number, together with the holders photograph, the holders name, issue date and expiry date.
19. When carrying out their duties all staff must carry their identification card on them at all times.
20. The Service User, prior to commencement of care by the agency, is informed that they can request to see any member of staffs identification card at anytime. They can also contact the office for confirmation of the identification of the staff member prior to letting them into their home.
21. On allocating a Care Worker to a Service User the following will be taken into consideration
 - Gender
 - Honesty and reliability
 - Personality
 - Age
 - Cultural/ethnic/religious background
 - Temperament to respond to the changing needs of their Service User
 - Interests, Hobbies and Knowledge
 - Specific skills training and updates as required
 - Have the necessary positive checks (DBS)
 - New workers will be supervised
 - Are entitled to work in the United Kingdom
 - Can demonstrate competency if recruited outside of the United Kingdom
 - Are physically and mentally able to carry out the role
 - Are not placed at risk through an existing condition or illness

October 17, 2019

- Are not placing a Service User at risk through an existing condition or illness

MONITORING NEW STAFF

22. Will be supervised by an experienced worker who is either on duty at the same time or available to contact
23. Will only be allocated tasks appropriate to the level of their training

All staff will be monitored to ensure that they:

- Have relevant qualifications, knowledge, skills and experience to carry out their role or are working towards this
- Have their skills and knowledge reviewed and updated on a regular basis
- Are well enough to work
- Behave within the policies and procedures of the company
- Have specific plans of support, including reasonable adjustments to carry out their job
- Can promote the independence, support the dignity and understand the physical and emotional needs of the Service User
- Are able to communicate effectively with Service Users using their preferred method and with other staff and so not compromise the service provided
- Have an awareness of diversity and human rights to support the Service User in their care

MANAGEMENT RESPONSIBILITY

The Senior Management team will:

- Ensure the staff that are to carry out recruitment, selection, induction and monitoring support and supervision will be trained to do so
- Ensure the correct staffing level is maintained to meet the needs of the Service User
- Monitor the staff for sufficient numbers and with the right competencies, knowledge, qualifications, skills and experience to meet the needs of the Service Users
- Show that there is enough staff who knows the needs of the Service Users to ensure consistency in the service
- Complete an Initial Assessment, Care Plan and Risk Assessment for each individual Service User
- Develop and maintain the management systems to fully support staffing levels
- Respond to changes such as sick cover, vacancies, emergencies and absence
- Respond to changes in legislation, service developments, staff training and planned absence

TRAINING

Managers require basic training in interview techniques and should be aware of aspects of employment law relating to discrimination and recruitment.