

AGE UK EXETER

Controlled Document

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Owner (Responsibility): Chief Executive Officer

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Document Location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines/

Document Description

Age UK Exeter (AUKE) is committed to recruiting and retaining the best staff to provide services directly to older adults, their carers, and families, and to ensure the smooth and effective running of the organisation.

This policy sets out the recruitment process and what applicants can expect at each stage.

Implementation & Quality Assurance

Implementation is immediate and this policy shall stay in force until any alterations are formally agreed.

The policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy, please contact the Chief Executive Officer by email on info@ageukexeter.org.uk or at Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

Safer Staff Recruitment Policy

1. Policy Statement

AUKE is committed to recruiting and retaining the best staff to provide services directly to older adults, their carer's, and families; and to ensure the smooth and effective running of the organisation.

We take all reasonable steps to ensure that the people that we appoint have the appropriate values, experience, skills and approach to work effectively and safely with our clients. This includes a commitment to safer recruitment processes.

AUKE, as an employer and service provider, has a part to play in reducing the disadvantages which certain people and groups have experienced, both now and in the past. We also want our staff and volunteers to be truly representative of the community they serve. Please refer to our Equality, Diversity and inclusion Policy for more information.

This policy aims to set out the recruitment process so that applicants understand what is required from them and what they can expect AUKE to do.

2. Advertising Vacancies

Vacancies may be advertised internally where appropriate but substantive posts will normally be advertised externally on AUKE's website, Indeed, Proud to Care and on Devon County Council's website.

The advertisement and job description will clearly state the closing date for applications and if possible, date of interview.

Advertisements will always indicate that a DBS (disclosure and barring service) check is a requirement of the post.

3. Safeguarding

AUKE works with potentially vulnerable older people and therefore carries out at least basic DBS checks on all posts. Whether a check should be basic or enhanced is prescribed by the DBS system based on job descriptions and AUKE follows national Age UK guidance and good practice.

DBS checks will be made of the successful candidate only once they have accepted the conditional offer.

4. Application

A job description outlining the tasks and salary will be available for each position together with a person specification. Job descriptions specify the individual's responsibility for promoting and safeguarding the welfare and safety of vulnerable adults.

Applicants who are shortlisted for a post will be sent the appropriate Criminal Record Declaration Form that must be completed and returned to a confidential email address. Forms will not be looked at until after interview and after a decision on appointment has taken place, as per our DBS Policy. Please see the DBS policy for full details.

Applications will usually be made by submitting a CV with covering letter, but an application form provided by AUKE should be used if specified in the advertisement. If required, a paper version of the form can be obtained from our offices at The Sycamores, or it can be downloaded from the website. Candidates are required to identify and explain any gaps in their work history.

Applications should be received at The Sycamores by the time and date specified. We regret that applications received after the deadline cannot be considered other than in exceptional circumstances at the discretion of the selection panel.

5. Shortlisting

A panel of suitably qualified and experienced people will undertake the shortlisting and interviews. The panel will consist of a minimum of 2 people.

All applications are assessed equally against the same criteria. Applicants are asked on the application form to demonstrate how they meet the required person specification.

Candidates who have been selected for interview will be notified by telephone and/or letter.

We regret that in the interests of economy unsuccessful candidates will not be contacted. We do not routinely offer feedback to applicants who were not invited to interview.

6. Interviews

Interviewees will be given a date, time and venue for the interview, and information about its format. Some positions may require the candidate to do a piece of research or consider a question prior to interview and others may require a practical element to the interview.

The candidates' suitability for the post is explored at interview and scored against the selection criteria from the job description and person specification. An assessment of their suitability to work with adults who may be at risk will be included.

Interviews are always conducted on a face-to-face basis, even if there is only one candidate.

Before the interviews, the panel will agree a set of questions relating to the post that they will ask all candidates, and any additional issues to explore with each candidate based on the information provided in their application, including any unexplained gaps in employment history.

Competence or value-based questions will be used to explore their experience of and approach to dealing with potential safeguarding issues; and their motivation, values, attitudes and boundaries in relation to working with people who may be at risk.

After all candidates have been interviewed, the panel will score them appropriately and based on this, decide on the most suitable person for the post.

7. Offer of Appointment

An offer of appointment will be made as soon as possible after the interview, either verbally or by letter, and is made subject to receiving references that are satisfactory to AUKE, a DBS check, and verification checks.

Following successful DBS checks and references a formal contract of employment will be sent outlining the terms and conditions, which includes notification of the probationary period.

Unsuccessful candidates will be advised as soon as possible, either by telephone or by letter. They will be offered informal feedback on their interview if they would like it.

8. References and pre-employment checks

References are sought only for the successful applicant after the conditional offer of appointment has been made (either verbally or by letter) and accepted.

At least one of the referees must be the current or most recent employer. References or testimonials provided by the candidate, or open references (e.g. 'to whom it may concern') are not accepted. Please ask for guidance if you're unsure who to include.

Reference requests include a copy of the job description and person specification.

Where a 'factual only' reference is received, or the reference is incomplete or vague, the line manager will follow up with a phone call to the referee for further clarification. Any issues of concern or discrepancies with information provided by the candidate will be discussed with the candidate and resolved before the formal offer of employment is confirmed.

Any formal offer of employment will be subject to confirmation of the candidate's identity and right to work in the UK. Where relevant, the candidate will also be asked to verify their qualifications. Original documents, not copies, must be viewed.

All checks are confirmed in writing and copies retained on the personnel file. The DBS certificate is not copied, but the disclosure number is recorded, together with the date, and the level of disclosure obtained.

9. Retention of Applications

Unsuccessful applications and notes/scores will be held for a period of six months in case of a subsequent query about the process; after which they will be destroyed.

10. Induction

A focused induction is planned for all new staff and includes an introduction to AUKE's policies, including the Safeguarding Policy and Health and Safety Policy. Staff will also have a list of mandatory training that they need to complete in their probationary period. Their organisational induction document and staff handbook will give full details.

A record of all training attended is maintained.

Revision History

Revision Date	Summary of Changes	Other Comments
29.2.16	New policy to Standards Committee	Recommended to Board of Trustees for approval
8.3.16	New policy to Board. Approved	Next review is due March 2018
5.3.18	Routine review by Standards Committee No changes.	Recommended to Board of Trustees for approval.
13.3.18	Approved by the Board of Trustees	Next review due March 2020
16.3.21	Routine review by Standards Committee Changes to contacts for AUKE	
20.1.2022	Amendments made following professional advice: <ul style="list-style-type: none"> • Under Application, two bullet points about spent convictions added • Under the Rehabilitation of Offenders section, wording slightly changed re disclosing convictions • Wording amended re being obliged to inform insurers • The Applications section amended to show that our preferred method is via CV with completed application forms only in exceptional circumstances. 	Approved by board of Trustees 10 February 2022. Next review due January 2025
05.03.25	Formatting and adaptations based on current protocols. The Rehabilitation of Offenders Section was taken out as this information is more appropriately detailed in our DBS policy.	