PHSSL CARE LIMITED

CONTROLLED POLICY

C01 – RECRUITMENT, SELECTION AND SAFER EMPLOYMENT POLICY

Policy Reference	C01
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Policy Owner	PHSSL Care Limited
Approved By	Lade Awosika, Director
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Applies To	All PHSSL Care Limited staff, workers and relevant contractors
Supersedes	New policy

1. Purpose

This policy sets out PHSSL Care Limited's arrangements for fair, lawful and safer recruitment, selection and employment. Its purpose is to ensure that people engaged to provide or support care are suitable, competent and appropriately checked for their roles.

2. Scope

This policy applies to recruitment and engagement of employees, workers, managers, volunteers where applicable, and relevant contractors. It covers workforce planning, advertising, applications, interviews, pre-employment checks, appointment, induction and ongoing suitability.

3. Policy Statement

PHSSL Care Limited will recruit on merit and suitability, apply safer-recruitment principles, protect people receiving care from avoidable risk and promote equality of opportunity. No person will be permitted to undertake duties for which required checks, competence or lawful authority are absent.

4. Legal and Regulatory Framework

This policy will be applied with regard to the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, particularly Regulations 18 and 19 and Schedule 3; the Equality Act 2010; Rehabilitation of Offenders Act 1974 and applicable exceptions; Safeguarding Vulnerable Groups Act 2006; Immigration, Asylum and Nationality Act 2006 and right-to-work requirements; UK GDPR and Data Protection Act 2018; employment law; and current CQC and Disclosure and Barring Service guidance.

5. Workforce Planning

Recruitment will be based on identified service needs, safe staffing requirements, the scope of regulated activity, assessed competencies and the needs of people receiving care. Job roles and responsibilities must be clear before recruitment begins.

6. Job Descriptions and Person Specifications

Each role should have an appropriate job description and person specification describing duties, accountability, qualifications, experience, skills, values and any regulatory or checking requirements.

7. Advertising

Advertisements will be accurate, non-discriminatory and consistent with the role. Where a role is eligible for a DBS check or subject to particular professional requirements, this should be reflected appropriately.

8. Applications and Employment History

Applicants must provide sufficient information to assess suitability, including relevant employment history. Gaps, inconsistencies or unexplained periods will be explored proportionately before appointment.

9. Shortlisting

Shortlisting will be based on the requirements of the role and evidence provided by applicants. Decisions should be fair, consistent and documented.

10. Interviews and Selection

Applicants will normally undergo a structured selection process appropriate to the role. Interviews should explore experience, competence, values, safeguarding awareness, professional boundaries, reliability and the applicant's understanding of person-centred care.

11. Identity Verification

PHSSL Care Limited will verify the identity of applicants using appropriate original or approved evidence before employment or engagement is confirmed.

12. Right to Work

The organisation will complete right-to-work checks in accordance with current legal requirements. Where a person has time-limited permission to work, follow-up checks will be managed as legally required.

13. References

Appropriate references will be sought and verified before appointment where required. References should, as far as reasonably possible, help establish employment history, suitability, conduct and any relevant safeguarding or performance concerns.

14. DBS Checks

Disclosure and Barring Service checks will be obtained at the appropriate level where the role is legally eligible and requires them. Staff must not undertake regulated activity where they are barred from doing so.

15. Overseas Criminal Record Information

Where an applicant has lived or worked outside the UK, PHSSL Care Limited will consider whether additional overseas criminal-record or good-character evidence is appropriate and reasonably obtainable, recognising that availability differs between countries.

16. Qualifications and Professional Registration

Qualifications, training certificates and professional registration relevant to the role will be checked. Where registration is required, its current status and any relevant restrictions will be verified.

17. Health and Fitness for Work

PHSSL Care Limited will consider whether an applicant is able to perform the role safely, with reasonable adjustments where required. Health information will be handled confidentially and in accordance with equality and data-protection law.

18. Equality and Reasonable Adjustments

Recruitment and selection will comply with equality law. Reasonable adjustments will be considered for disabled applicants and employees. Selection decisions must not be based on unlawful discrimination or stereotypes.

19. Safeguarding Suitability

Recruitment decisions will consider information relevant to safeguarding, including conduct, references, employment history, DBS information where applicable and responses to safeguarding questions. Any concern will be assessed before appointment.

20. Criminal Record Information

A criminal record will not automatically prevent appointment unless the law prohibits the person from undertaking the role. Relevant information will be considered fairly and proportionately in relation to duties, risk, circumstances and legal requirements.

21. Conditional Offers

Offers may be made subject to satisfactory completion of required pre-employment checks. Any outstanding condition must be clearly identified and resolved before the person undertakes duties that depend upon it.

22. Recruitment Records

Recruitment records will be accurate, secure and retained in accordance with PHSSL Care Limited's information-governance and retention arrangements. Access will be limited to authorised persons.

23. Personnel Files and Schedule 3 Evidence

PHSSL Care Limited will maintain evidence required to demonstrate staff suitability and compliance, including information required under applicable regulatory provisions. Records will be kept current where checks or registrations require renewal or monitoring.

24. Induction and Probation

New staff will complete an appropriate induction and, where applicable, probationary arrangements. They will not be treated as competent for unsupervised duties until required induction, training and competency expectations are met.

25. Training and Competency

Recruitment does not replace role-specific training and competency assessment. Staff will receive training, supervision and competency checks appropriate to their duties and the people they support.

26. Ongoing Suitability

Suitability is an ongoing requirement. Staff must disclose relevant changes that could affect their role, including restrictions on professional registration, barring information, right-to-work status or other matters where disclosure is lawfully required.

27. Changes in Role

Where a staff member moves to a substantially different role, PHSSL Care Limited will review whether additional checks, qualifications, training or competency assessment are required.

28. Use of Agency or Temporary Workers

Where temporary or agency workers are used, PHSSL Care Limited will seek appropriate assurance that required identity, right-to-work, DBS, qualification, reference, training and suitability checks have been completed. Local induction and role-specific competency requirements remain the responsibility of PHSSL Care Limited where applicable.

29. Contractors and Other Persons

Contractors or other persons whose work may bring them into contact with people receiving care will be subject to proportionate checks, supervision and access controls according to the nature of their role and risk.

30. Recruitment Fees and Ethical Practice

PHSSL Care Limited will not use recruitment practices involving unlawful worker-paid fees, coercion, retention of identity documents or other exploitative arrangements. Concerns about labour exploitation will be managed under safeguarding and modern-slavery procedures.

31. Data Protection and Confidentiality

Applicant and staff information will be processed lawfully, fairly and securely. Sensitive information, including criminal-record and health information, will only be accessed and used by authorised persons for legitimate purposes.

32. Withdrawal of an Offer

An offer may be withdrawn where required checks are unsatisfactory, information has been materially misrepresented, legal eligibility is absent or the person cannot safely and lawfully undertake the role. Decisions will be documented and made fairly.

33. Staff Responsibilities

Applicants and staff must provide truthful information, cooperate with lawful checks, maintain required professional registration and right-to-work status, disclose relevant changes where required, and participate in induction, training and competency processes.

34. Management Responsibilities

Management will ensure recruitment is fair and safer; required checks are completed and evidenced; concerns are assessed; recruitment records are maintained; staff are appropriately inducted and supervised; and ongoing suitability is monitored.

35. Monitoring and Audit

PHSSL Care Limited will audit recruitment and personnel files, check expiry and renewal requirements, review recruitment concerns and use findings to improve safer-employment systems.

36. Related PHSSL Policies

- A01 Governance and Quality Assurance Policy
- A04 Records Management, Confidentiality and Data Protection Policy
- B01 Safeguarding Adults Policy
- B02 Safeguarding Children and Young People Policy
- B04 Equality, Diversity, Inclusion and Human Rights Policy
- B06 Modern Slavery and Exploitation Policy
- C02 Induction, Training, Supervision and Competency Policy
- C03 Staff Conduct, Capability and Disciplinary Arrangements Policy
- C05 Professional Boundaries and Gifts Policy
- F03 Access to Records and Retention Policy

37. Review and Document Control

This policy will be reviewed at least annually and sooner following significant legal or regulatory change, safeguarding concerns, recruitment failures, inspection findings, audit findings or identified weaknesses. The current approved electronic version is the controlled master. Printed or locally saved copies are uncontrolled unless specifically issued and recorded as controlled copies.

Approved by	Lade Awosika
Position	Director
Approval method	Approved electronically
Approval date	September 2026
Next review date	September 2027