

Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

Recruitment & Selection Policy

 To be read in association with the [Equality and Diversity Policy](#)

Recruitment and Selection Policy – what this means to Beyond Limits

Beyond Limits will recruit and select all employees in an equitable, effective and efficient manner that will ensure the provision of the appropriate personnel able to meet service requirements.

In order to meet our organisational and operational objectives and achieve our full potential, we need to ensure that on each and every occasion we recruit the right person to fill every vacancy. Mistakes in recruitment and selection are costly to correct, so it makes sound business sense to ensure that effort and consideration goes into making well informed recruitment and selection decisions.

This policy is a framework for recruitment and selection in Beyond Limits and is supported by guidance notes that give clear guidelines relating to the duties and responsibilities of all individuals involved in the recruitment and selection process. All such individuals have a duty to become familiar with the requirements of the policy and the guidance notes and to seek advice as and when necessary on their correct use.

It is the responsibility of all employees involved in recruitment and selection to ensure that statutory obligations placed on Beyond Limits by legislation are strictly adhered to, with particular reference to:

- Equality Act 2010
- Agency Workers Regulations 2010
- Bribery Act 2011
- Police Act 1998
- The Rehabilitation of Offenders Act 1974
- Health and Social Care Act 2008

It is the clear intention to promote consistent good practice, carried out in a lawful, efficient and cost-effective manner. In this way the interests of Beyond Limits and its good reputation as a fair employer will be safeguarded. Recruitment and selection is recognised as a key public relations exercise on behalf of Beyond Limits. It should be remembered that the option of choice applies equally to both Beyond Limits and the applicant. The astute applicant will always choose the employer who applies a professional approach to recruitment.

The Recruitment Process

Beyond Limits recruit using a matching process so that the best possible match can be made between an employee and a person we support. This means that the person and those people that know them best will be central to the recruitment process and initial probation assessment and will be involved in the decision to recruit a worker and review their employment progress.

Decision to fill the vacancy

The decision to create a post or recruit into a vacancy must be taken by either the Director or Senior/Service Leader.

Job Analysis

To recruit the right person requires an accurate picture of the person we are going to support, the job itself and the skills and attributes it demands. To this end, Beyond Limits will produce:

- A job description – detailing the functions, responsibilities and accountabilities within the job specifically attaining to the person being supported and their Service Design specifications.

- A person specification – listing the particular aptitudes, skills and abilities required in order to do the job in question and specifically attaining to the person being supported and their Service Design specifications.
- A competencies specification – listing the particular level of skills and abilities required to be attained by staff during their probation and career at Beyond Limits. Each job description has a competency level.

Equal Opportunities in Recruitment and Selection

The Recruitment and Selection Policy and Guidance notes co-ordinate with the Beyond Limits Equality & Diversity Policy. This policy will be positively adhered to and all employees involved in Recruitment and Selection have a duty to take action to eliminate all types of discrimination (Direct, discrimination by association, perception discrimination and indirect discrimination) throughout the process.

Protected Characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

Positive action may be taken to ensure equality for employees or job applicants who share a particular protected characteristic and suffer a disadvantage connected to that characteristic, or if their participation to an activity is disproportionately low.

Advertising the Vacancy

Beyond Limits will utilise clearly worded, informative advertisements to attract the required response. All advertisements will comply with statutory obligations and Beyond Limits policies. Appropriate media will be used to ensure vacancies are accessible to the whole community.

Information to Prospective Applicants

All prospective applicants will be given the necessary information, appropriate to the nature and level of the position for which they are considering applying, in order that they may reach an informed decision on their suitability and desire for the post. This will include information of requirement to undertake DBS check.

The Selection Procedure

Shortlisting

Initially candidates who do not meet the essential requirements as defined in the Person Specification will be excluded. Then all the remaining candidates will be rated according to the extent they meet the particular requirements set out in the Person Specification and **NOT** in comparison with other candidates.

Selection Interview

All interview panels must consist of a minimum of two people on the panel, one of whom should be the line manager/supervisor and whenever possible the person for whom they would work for. If people cannot attend, other ways of getting their views incorporated will be pursued e.g. list of desired attributes, specific questions. For more senior posts one or more suitably experienced additional panel members will be added.

All interviews will be conducted on an objective basis, concentrating on the knowledge, skills and abilities of the applicant, their match with the person they will support and their ability to fulfil the job requirements and meet the requirements of the Service Design.

Questions asked of the applicant will relate to the requirements of the job only and their abilities to undertake them within the Beyond Limits environment. Motivation for the role will be explored

At the end of the interview and the process of selection the interview panel must form a clear and objective reason for their decision which will be recorded and retained for a period of **twelve months**.

2nd Stage Interview

Second stage interviews are relevant to individual services although these can form part of other interviews within the organisation depending on the role requirements.

For the services, the second stage interview will be conducted to ensure there is a match between the candidate and the person receiving support. The selection process at this stage will be suited to the person supported to best enable them to make their choice and could include a face to face meeting, a meeting with the person's family, or by writing a letter.

After the Interview

The offer of appointment will be made as soon as possible. All offers of appointment must be made subject to satisfactory pre-employment checks, including receipt of satisfactory references. Disclosure and Barring Service clearance, an identity check, right to work in UK check and subject to any other conditions which may apply to the appointment in question.

In the event of alleged unfair or unlawful treatment within the recruitment and selection process, candidates will have recourse and should put any such complaint in writing to the Director.

Pre-Employment Checks

- **Identity Check.** The range of documentary evidence gathered should aim to verify the individual's appearance (photo i.d.) full name (forename and surname and any other name they legally wish to be known by). Date and place of birth and current residing address.
- **Right to work in the UK check.** Relevant documentary evidence will be obtained and the scan of the document will be kept together with the Home Office Right to Work Checklist form.
- **References.** A minimum of three written references (one character and two employer) will be requested for all shortlisted candidates, one of which should be the applicant's current employer. References should validate a minimum of three years consecutive employment or training. Full employment history will be explored with the candidate during the interview including any gaps in employment or education. Where possible evidence should be sought that will validate these gaps. Any periods of unemployment, where the applicant has been claiming benefits can be confirmed via Jobcentre Plus via a summary letter or other means.
- **Oversee Criminal Background Check.** If an applicant is recruited directly from overseas, a satisfactory "Certificate of Good Conduct" from the country of origin must be provided in addition to an enhanced DBS check and other references from potential overseas employees before employment/voluntary work can begin. If original certificates are written in a different language other than English, the applicant will need to obtain a certified translation of the Certificate as Beyond Limits will require a certified translated English copy. Applicants can contact the embassy of high commission of the country in question or the embassy of the country concerned for further assistance. If a Certificate of Good Conduct is not available (as certain countries do not issue these), a personal signed declaration must be obtained

from the candidate to verify that they have never had any criminal convictions recorded against them in any country in which they have resided. In these circumstances, Beyond Limits may undertake any additional references required from potential overseas employees.

- **Fitness for work.** The Equality Act limits the circumstances when you can ask health-related questions before offering a job. Up to this point only those questions which will help you decide on certain issues can be asked:
 - To help you decide whether you need to make reasonable adjustments for the person in the selection process
 - To help you decide whether an applicant can carry out a function that is essential to the job
 - To help monitor diversity among people making applications
 - To take positive action to assist disabled people
- **Disclosure and Barring Service Certificate.** Beyond Limits will carry out the correct level of criminal record check that the role is eligible for. Enhanced DBS with the adult's barred list check will be conducted for any roles working in regulated activity with adults, or managers of those in regulated activity as listed in the Police Act 1997 (Criminal Records) Regulations

Any offer of employment will be conditional on all documentation being received and it being satisfactory to Beyond Limits. Verbal references shall not normally be sought or accepted, unless confirmed in writing. Consent will be sought prior to references being sent for.

Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, we comply fully with the Disclosure and Barring Service Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Equal Opportunities policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Beyond Limits actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Beyond Limits selects all candidates for interview, based on their skills, qualifications and experience.

A Disclosure is required for all staff. It is standard procedure given the nature of our work to seek an enhanced Disclosure. Beyond Limits request that this information is sent under separate, confidential cover, to a designated person. Beyond Limits guarantee that this information is only seen by those who need to see it as part of the recruitment process. All applicants successful at stages 1 & 2 (application form and initial interview) will be required to show the original and provide a copy of their DBS and allow the organisation to hold this on file in accordance with the Data Protection Act 1998 and the Disclosure and Barring Service code of practice.

All application forms, job adverts and recruitment briefs will contain a statement that an enhanced Disclosure will be requested in the event of the individual being offered the position.

Beyond Limits encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.

Due to the nature of the work that Beyond Limits undertakes, the organisation is allowed to ask questions about an individual's entire criminal record and not only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Beyond Limits ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Beyond Limits also ensures that interviewers have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Beyond Limits ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Beyond Limits makes every subject of a Disclosure aware of the existence of the Disclosure and Barring Service Code of Practice and makes a copy available on request.

Beyond Limits undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily prevent you from working with Beyond Limits. This will depend on the nature of the position applied for and the circumstances and background of your offences. Often consent from external funders or people we support would be sought before a decision is made.

Subsequent to an enhanced Disclosure on starting employment, if the employee commits any new offence, this must be reported to their line manager immediately.

Work Placements

Beyond Limits works with Colleges to encourage future generations to enter the social care/ supported living sector. At times, where this is possible and with the consent of the person receiving support, Beyond Limits will offer work experience opportunities for the students of local Colleges. Beyond Limits will ensure that a DBS at the appropriate level will be requested. Some of the placements may happen very quickly and for a short period of time, therefore in some circumstances it may not be practical or proportionate to seek a DBS check. In this case, Beyond Limits will document the reasons for the decision and ensure that the person only undertakes suitable activities and tasks.

Beyond Limits will carry out a safety assessment and ensure that:

- The person is supervised throughout their work placement by suitably trained staff and they should only undertake suitable activities and tasks
- The person on the work placement must not be left alone with the person receiving support
- The person on the work placement should only carry out tasks which are limited to a supporting role and must not deliver any aspect of personal care

Agency workers

Beyond Limits on rare occasions, where necessary, will work with employment agencies to outsource staff. Beyond Limits will ensure to choose a reputable agency that has a robust safer recruitment policy in place and adheres to good practice guidelines. Any specific pre-employment vetting checks will be agreed and these will be specified in the supply agreement. Prior to any supply shift the agency must provide confirmation that they have done the background and safeguarding checks on every worker, including:

- Proof of identity
- Proof of address
- Right to work checks
- Professional qualification check, if appropriate

- Full employment history
- References covering last 3 years, including recent employment
- DBS checks including the barred list information if needed
- Overseas criminal record checks, where workers have lived or worked abroad for 3 months or more in the last 5 years
- Rehabilitation of Offenders Act declarations
- Fitness to work declarations

All agency staff reporting on shift will be asked to show ID badge or other form of appropriate identification.