

1. Recruitment and selection

The purpose of this policy is to inform Betheny Nursing Care Services' employees and other people concerned of the minimum standards required and protocols to be followed when dealing with any aspects of recruitment. All staff involved with the recruitment must abide this and other relating policies.

Equal Opportunities in Recruitment

Betheny Nursing Care Services has a policy of equal opportunities of employment with an overriding principle that vacancies should be filled with the best and most suitable people to do them. Decisions to employ is made on the job related criteria with all potential staff being treated fairly and equally.

All applicants will be asked to complete an Equality and Diversity Questionnaire if they wish. The returned Equality and Diversity Questionnaire will be kept separately from all other application documents received and the data from there for statistical purposes will be added on Equality and Diversity Monitoring Form with no personal details. All candidates are treated fairly and a diverse workforce, with the right mix of talent, skills and potential as well as open and tolerable working environment, is encouraged.

To avoid discrimination in the recruitment and selection process there may be a requirement to make reasonable adjustments which could include modifying the application procedures and application forms, modifying testing and assessment procedures, meeting the Candidate at alternative premises which may be more easily accessible and having flexibility in the timing of interviews.

Wherever possible the Company will make reasonable adjustments to hallways, passages and doors in order to provide and improve the means of access for disabled employees and workers. However, not all can be possible and feasible due to circumstances, creating such difficulties as to render such adjustments as being beyond what is reasonable in the circumstances.

Because of the nature of the business, Betheny Nursing Care Services can only employ healthcare staff who are age 18 or over. This is because Government regulations only allow people over the age of 18 to deliver personal intimate care. People under the age of 16 can do the work supervised but it does mean that a 16-year-old's work opportunities are limited in this sector. This is because the Clients require fully trained and capable staff to work for them and they would not be able to accommodate staff members younger than 18

not compromising their Service User's care. All employees, despite their age, are offered the same pay rate.

Recruitment Process

All vacancies are advertised both internally and externally on social media and other appropriate channels at the time of advertising. These channels may also include job search websites, local press, job fairs, advertising in local colleges and universities.

Betheny Nursing Care Services also encourage 'word of mouth' recruitment and offer a reward scheme where an Employee is rewarded with a bonus if a friend is referred to register to work for the Company and they stay to work for over 400 hours.

All registrations are completed by a trained Betheny Nursing Care Services Consultant. The applicants will be sent a link to register online using the human resource and shift management application, Sumo Optimus, and following the registration procedure there. Only applicants following the registration procedure correctly and able to provide or upload all required documents will be considered. If the applicants require any support assistance using Sumo Optimus or uploading documents, they should contact the Consultant to arrange it. Decisions to select applicants for interview are based on their skills, qualification and experience.

The Candidates may also be interviewed in person or on video call using social media programmes such as Messenger, Skype or WhatsApp. In person, interviews will take place in one of the Betheny Nursing Care Services Offices or other public meeting places agreed in advance. Betheny Nursing Care Services commits to making interviews as informal and flexible as possible to suit the Candidate's needs.

All offers on employment are made on condition that satisfactory references are obtained in the respect of the applicant, one of which must be from their current or last employer. If the references prove to be unsatisfactory, the offer of employment may be withdrawn without Betheny Nursing Care Services being in breach of contract. If references applied for are not received, every possible effort will be made to contact the referee to obtain, but in event that this is not possible, a decision will be made on the information held at the time.

Disclosure & Barring Service (DBS) Check

All posts at Betheny Nursing Care Services are subject to Disclosure & Barring Service checks to comply with legal regulations. The level of check required to work at the Company is “Enhanced”.

Enhanced Disclosures contain all convictions held in the Police National Computer, including information held in local police records, spent convictions, together with cautions, reprimands or final warnings held on the computer.

The nature of the work undertaken by Betheny Nursing Care Services means employees are likely to have regular and ongoing contact with young people and/or vulnerable adults. For this reason, it is necessary to carry out Enhanced Disclosures (criminal record checks), including checks of the Children's and Adult's Barred Lists, as a part of the recruitment process.

As an organisation using the Disclosure & Barring Service to help assess the suitability of the Applicants for positions of trust, Betheny Nursing Care Services complies with the DBS Code of Practice, Data Protection Act and any other relevant legislation regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. Betheny Nursing Care Services processes all criminal record checks for England electronically. This ensures that their initial DBS and any subsequent renewals are processed promptly, usually within a few weeks or so (assuming no issues with an application).

The Applicants are required to cover the cost of their DBS certificate. The refund of the paid fee will not be possible despite the outcome once the Applicant has paid it. Agency Workers are required to renew their Disclosures annually. They will receive a reminder when it is due for renewal. They must attend to this as soon as they can to avoid work being cancelled.

Employment by the Client

Our Terms of Business with our Clients include a requirement that the Clients will pay us an appropriate and agreed recruitment fee, if they employ directly any Betheny Nursing Care Services employee, who has been introduced to them previously through Betheny Nursing Care Services. This applies equally to temporary, permanent, full or part-time posts. The Employees are also required by their Terms of Engagement for Agency Workers to notify the Company when they take up any post with a Client of Betheny Nursing Care

Services to whom they have been introduced previously, even if they have terminated their registration with Betheny Nursing Care Services.