

Purpose

This policy outlines West Heanton's approach to recruiting staff safely, fairly and consistently. As a care provider, we are committed to ensuring that all recruitment activity protects the people who use our services and meets regulatory requirements.

Safe Recruitment Commitment

West Heanton follows **Safe Recruitment** practices at every stage of the hiring process. This includes:

- Verifying identity
- Confirming right to work
- Obtaining references
- Completing enhanced DBS checks where required
- Assessing skills, experience, and values
- Ensuring suitability for working with vulnerable adults

Safe Recruitment is applied to all roles, including permanent, temporary, bank, and agency staff.

Use of Recruitment Checklists

To ensure consistency and compliance, managers must use West Heanton's Recruitment Checklists for every candidate. These checklists ensure that:

- All mandatory documents are collected
- All pre-employment checks are completed
- No steps are missed or delayed
- Recruitment decisions are based on complete and accurate information

A candidate cannot start work until the checklist is fully completed and signed off by HR.

Pre-Employment Checks

The following checks must be completed before any offer of employment is confirmed:

- Identity verification
- Right-to-work documentation
- Enhanced DBS check (where applicable)
- Two references, including one from the most recent employer
- Employment history review
- Qualifications and training certificates (where relevant)
- Health declaration
- Interview assessment

Conditional Offers

All offers of employment are conditional until:

- All checks are completed
- The recruitment checklist is signed off
- HR confirms the candidate is safe and suitable to start work

Record Keeping

All recruitment documentation is stored securely and in line with data protection requirements. HR maintains a full audit trail for compliance and inspection purposes.

Review

This policy will be reviewed following any significant incident or change that develops.