

# Angels Homecare and Community Services

## Safe Recruitment and Selection in Domiciliary Care Policy

### Policy Statement

This policy details Angels Homecare Service's structured approach to staff recruitment and selection, guaranteeing full compliance with Regulation 19: Fit and Proper Persons Employed as outlined in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, the Equality Act 2010, and all relevant legislation.

Angels Homecare Service is committed to implementing rigorous recruitment procedures to ensure the appointment of individuals who demonstrate sound character, physical and mental fitness, and possess requisite qualifications. In cases where a staff member is found unsuitable due to safeguarding concerns, the service refers the individual to the appropriate registration authority, such as the Disclosure and Barring Service (DBS).

Recruitment protocols strictly conform to Care Quality Commission (CQC) standards in relation to safety, staffing, workforce wellbeing, and equality. The organisation prioritises local recruitment via multiple channels, reducing agency reliance except where necessary to maintain continuity of care. All recruitment activities adhere to prevailing legal requirements, particularly equal opportunities, safeguarding, and verification of right-to-work documentation for overseas candidates. Essential steps include securing two references, health assessments, employment history reviews, criminal record checks, and issuance of comprehensive employment contracts. A formal complaints process is available for addressing any recruitment-related grievances.

### Staff Induction, Probation, Supervision, Appraisals, and Training

All newly appointed staff complete a structured induction programme designed to familiarise them with organisational policies, values, codes of conduct, and role-specific expectations. Each new employee undergoes a probationary period of six months, during which their performance, conduct, and suitability for the role are closely monitored. Support, feedback, and further training opportunities are provided throughout this period to promote professional growth and ensure alignment with service standards.

Regular monitoring of staff performance continues after induction and probation. Formal supervisions are conducted at least every six months, providing employees with opportunities to reflect on practice, discuss challenges, and receive guidance. In addition, annual appraisals are held to evaluate overall performance, identify achievements, set objectives, and agree on personal development plans.

To maintain high standards of care, Angels Homecare Service utilises a comprehensive training matrix that tracks each staff member's training requirements and completion status. This system ensures that all mandatory and role-specific training is kept up to date, supporting ongoing professional development and regulatory compliance.

## Procedures Overview

- **Job Vacancies:** The selection process ensures all applicants are treated fairly, provided with comprehensive information regarding available positions, and encouraged to seek clarification where necessary. Candidates are evaluated based on detailed person specifications and job descriptions.
- **Internal Recruitment:** Existing staff members are invited to apply for new opportunities and supported in their ongoing professional development. Supervisors may offer relevant perspectives concerning the performance of internal candidates.
- **Selection:** All applicants must complete standardized application forms. Shortlisting is conducted by qualified personnel, strictly according to criteria set out in the job specification. Interview invitations are extended solely on the basis of merit.
- **Equality, Diversity, and Inclusion:** All recruitment activities adhere to an equal opportunities policy, without regard to sex, age, religion, ethnicity, disability, or trade union affiliation. Monitoring forms are utilized to ensure fairness, and reasonable adjustments are discussed with successful candidates as required.
- **Job Interviews:** Interview procedures are designed to promote fairness and accessibility, ensuring that comprehensive information is obtained from each candidate. Employment offers are not made during interviews; any incomplete references or unexplained employment gaps are addressed transparently.
- **References:** Appointment to any role is contingent upon receipt of two satisfactory references, including one from the most recent employer. Offers will be withdrawn should references fail to meet required standards.
- **Criminal Records Checks:** Disclosure and Barring Service (DBS) checks are mandatory before any appointment is confirmed. Enhanced checks are required for regulated activity roles, while standard checks are completed for non-care positions as appropriate. Criminal convictions are considered on a case-by-case basis; provisional appointments may be made via Adult First clearance pending full check outcomes.
- **Workers from Overseas:** International applicants must provide documentary evidence of their right to work in the UK and undergo equivalent background verification processes.
- **Offers of Employment:** Successful candidates receive written confirmation detailing terms and conditions of employment, remuneration, start date, notice period, codes of conduct, and reference to the staff handbook.

## Recruitment Complaints

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Position: Nominated Individual  
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Applicants who perceive recruitment practices as unfair or discriminatory may request a review, with complaints managed in line with the organisation's Complaints Policy.

### **Related Policies**

The organisation maintains separate policies addressing safeguarding, employment of overseas staff, hiring ex-offenders, reference management, health monitoring, job descriptions, DBS checks, occupational health, and referral procedures.

### **Training**

All personnel involved in the recruitment process undergo appropriate training to ensure safe and effective practice.

### **Review**

**Please Sign to state you understand Angels Homecare Policy**

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_

Staff review date: \_\_\_\_\_