



# RECRUITMENT & SELECTION POLICY

## DOCUMENT INFORMATION

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## **1. INTRODUCTION**

1.1 It is the policy of South Central Ambulance Service NHS Foundation Trust to fairly and cost-effectively recruit and select the best quality staff, in right numbers and with the right skills, knowledge and experience to provide high quality service delivery ensuring that our recruitment procedures are consistent with good practice and within the legal requirements

Trust values of Teamwork, Caring, Professional and Innovation underpin everything we do to support our vision of saving lives and enabling patients to get the care they need. SCAS aims to ensure a healthy culture, based on all staff demonstrating their role-relevant values-based behaviours within their working lives. All staff are expected to model their behaviours to support SCAS within its strategic aims to become an Employer, Partner and Provider of Choice

## **2. SCOPE**

2.1 This policy applies to all staff employed by SCAS. However, it does not apply to the following:

- NED appointments;
- Interim/Contractor appointments;
- Acting-up and secondment opportunities for developmental purposes – less than 3 months duration (refer to Secondment Policy);
- Volunteers;
- Honorary contracts
- Restricted, ring fenced vacancies and uncontested recruitment – (refer to Appointing People Policy)

2.2 Any third party supplier of workers to the Trust must comply with the NHS employment check standards, as set out in this policy. This includes any contractors, agencies or service providers.

## **3. AIM**

3.1 The aims of this policy are to:

- enable the appointment of the best possible candidates for vacant posts within the Trust;
- set out a fair, transparent and efficient approach to recruitment and selection within the Trust that will focus on the candidate experience
- confirm roles and responsibilities of those involved in the recruitment and selection process
- enable the potential for greater efficiency in the portability of staff within the Trust;
- promote the SCAS values to enable a highly positive candidate experience; and
- meet the operational requirements and strategic aims of the Trust.

#### 4. EQUALITY STATEMENT

The Trust is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity or any other basis not justified by law or relevant to the requirements of the post. The Trust will therefore take every possible step to ensure that this procedure is applied fairly to all employees regardless of the aforementioned protected characteristics, whether full or part time or employed under a permanent or a fixed term contract or any other irrelevant factor.

By committing to a policy encouraging equality of opportunity and diversity, The Trust values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary healthcare service. The Trust is committed to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.

Where there are barriers to understanding; for example, an employee has difficulty in reading or writing, or where English is not their first language, additional support will be put in place wherever necessary to ensure that the process to be followed is understood and that the employee is not disadvantaged at any stage in the procedure. Further information on the support available can be sought from the HR Department.

Employees exercising their rights and entitlements under these regulations will suffer no detriment as a result.

#### 5. KEY DEFINITIONS OF TERMS

The following table provides a definition of the following terms within this document:

**Table 1**

<b>Term</b>	<b>Definition</b>
<b>Hard to recruit posts</b>	Individual jobs or groups of jobs where labour market pressures make it difficult for employers to recruit and retain staff in sufficient numbers.
<b>Honorary</b>	Someone who will undertake work within the workplace but who is not directly employed by SCAS.
<b>Observer</b>	Someone who attends and observes within the workplace, who is supervised at all times.
<b>Volunteer</b>	Someone who provides their time, for no payment, in order to enhance service delivery. They complement roles performed by paid staff, but do not replace them.
<b>Work experience placement</b>	Someone of school age (16+) who wants to obtain experience in a work setting. Usually organised through local schools and education providers.
<b>Acting up</b>	A member of staff assumes a more senior role for a short period of time (no less than four weeks and up to a

maximum period of six months) in the same area or division.

**Secondment**

The detachment of a person from their regular role for a temporary assignment elsewhere, internally or to another organisation, for a specific purpose and time to the mutual benefit of both the staff member and usually for a minimum of three months to a maximum of twelve months.

**Development Opportunities**

Formalised development opportunities may be in the following circumstances:

Where an individual has been through a recruitment and selection process for a particular role, narrowly missing the standards to be appointed or they have been assessed as suitable for the role but there are no further vacancies;

Where the development of particular skills and experience has been identified in an employee's appraisal and development plan. When employees undertake a formal development opportunity they will not be required to carry out the full responsibilities of the post and will receive additional management support and guidance. The job description must, therefore, be adjusted accordingly and the post holder will retain their substantive pay band, associated allowances and terms and conditions for the duration of the development opportunity.

**Longlist**

A list of selected candidates from which a shortlist is to be compiled.

**Shortlist**

A list of candidates who have been selected from the longlist of candidates who have evidenced that they meet the person specification for a vacant post through their application.

**Job sharing**

A way of enabling two employees to cover one post. Each person has a permanent part-time post and split the hours, pay, holidays and benefits between them according to how many hours they each work.

**6. RESPONSIBILITIES**

The following provides a summary of responsibilities of those participating in the delivery of this policy:

**Table 2**

<b>Role</b>	<b>Responsibilities</b>
<b>Recruitment Team</b>	Champion and adhere to this policy, including the delivery of recruitment KPI's (Appendix A), whilst providing outstanding candidate experience. Coach and guide managers throughout the recruitment and selection process.
<b>Recruitment Managers</b>	Support hiring managers with the implementation of this policy and place particular emphasis to support managers to enable positive orientation for new starters who may need additional support in their first months in post.
<b>Recruiting managers / line managers</b>	Must apply this policy and processes that support it.
<b>Accountable director</b>	The Director of HR & Workforce is responsible for ensuring this policy is given sufficient resource to be implemented effectively and enable managers comply with the requirements of this policy.
<b>Candidates</b>	Whether internal or external, candidates applying for a vacancy at SCAS are expected to comply with the requirements of this policy.
<b>External suppliers of staff e.g. bank, agency</b>	External suppliers must adhere to same standards of employment screening and equality legislation as set out in this policy and provide assurance to the Trust, of their processes and participate in audits as required.
<b>Occupational Health Services</b>	Shall ensure compliance with NHS employment standards in relation to occupational health clearances. Providing a high quality service in a timely manner as per SLA.

## **7. THE RECRUITMENT PROCESS**

### **7.1 STEP 1: Formally creating or requesting a post**

7.1.1 The manager should assess the job requirements and consider change or re-evaluation requirements. At this stage job descriptions and person specifications should be updated and matched or evaluated in accordance with agenda for change protocols as appropriate. This ensures all posts are budgeted and are designed to best meet the role and Trust requirements before we seek candidates.

All posts, including fixed-term contracts (posts covered by the IWP are exempt), should be approved through our request to recruit process, using the ESR 1 form. Approval must be secured from the relevant Finance Manager and the Finance Director or CEO. In exceptional circumstances, where a Trust faces a highly urgent need, the Director of HR/Workforce or nominated deputy can agree a variation from this process.

7.1.2 The hiring manager, alongside the Recruitment Team should proactively plan the recruitment campaign. Planning will include:

- Review of the job description and person specification
- Review of the advert text
- Consideration of which assessments should be used to measure the competencies and key skills within the person specification
- Agree the stage in the process when assessments will be made.
- The appropriate selection panel and assessors for the recruitment campaign; and
- Dates for advert go live/closing, shortlisting, interviews, assessments, and associated arrangements.

For hard to recruit posts, the Recruitment Team will advise on appropriate attraction methods and support the hiring manager to develop and deliver a bespoke campaign.

7.1.3 Consultant recruitment will be conducted in line with (link): [The National Health Service \(Appointment of Consultants\) Regulations Good Practice Guidance](#).

## **7.2 STEP 2: Advertising**

7.2.1 Job advertisements are an opportunity to attract the right candidates and to promote the Trust to prospective employees.

7.2.2 All vacant job roles, will be advertised as standard for fourteen (14) calendar days (see Appendix A), whether internal only or external, but can be advertised for longer or shorter where appropriate. Highly subscribed roles, may close before the closing date where it is deemed that candidate pools are adequate for the number of vacancies to be processed in that campaign. Exceptions may be agreed by the HRM (Resourcing) or nominated deputy.

7.2.3 Where a Certificate of Sponsorship maybe required, the post must be advertised for 29 days externally on NHS Jobs and Job Centre Plus Universal Job Match, as well as meet the resident labour market test (RLMT).

7.2.4 Consideration should be given to advertising posts internally in the first instance, unless otherwise agreed by the Hiring Manager and the Recruitment Team, however, the potential pool of applicants should not be unduly restricted.

7.2.5 Each role must be advertised with a job description and person specification. Some roles require additional risk assessment as part of the employment process, that is, roles that come into contact with children, vulnerable adults or their families. This should be stated explicitly in the advert. Interview dates should also be included in the advert. This may not be appropriate for high volume



7.2.6 Vacancies should be advertised on NHS Jobs and appropriate social media as a minimum. Exceptions may be agreed by the Director of HR/Workforce or nominated deputy. The use of agencies and head hunters should be discussed with the Recruitment Team. Any fees agreed with the agency will be paid by the hiring manager's departmental budget.

7.2.7 Advertisements should reflect the Trust's commitment to equality of opportunity, thus should not discriminate directly or indirectly against any potential candidate

7.2.8 When advertising for a partner for an existing employee to job share, the post should be advertised specifically as a job share. If a complete post is vacant but open to possible job share, the post should be advertised as full-time with the following statement included: 'Applications are welcome from people wishing to job share, either with or without a job share partner.'

### **7.3 STEP 3: Longlisting**

For posts with a high volume of applicants, the Recruitment Co-ordinator may long list initially, using some or all of the essential criteria to create a pool of candidates to be shortlisted. Notes must be made on each applicant record of the reasons why they are not to be shortlisted.

### **7.4 STEP 4: Shortlisting**

7.4.1 Shortlisting must be completed within **three working days** upon receipt from the Recruitment Team by the Recruiting Manager or nominated deputy.

7.4.2 The person specification should be the basis for the shortlisting criteria. The criteria must be compiled, recorded and applied consistently for all candidates. When shortlisting, individuals must only use the information contained in the application form. A candidate's personal information will be anonymous at shortlisting to ensure fairness and consistency.

7.4.3 SCAS is a [Disability Confident employer](#). If an applicant declares on their application form that they have a disability and they meet the minimum criteria for the position, then they will be guaranteed an interview.

7.4.4 Candidates who are partners or relatives are not permitted to work in a line management relationship and must state the relationship clearly on their application form enabling this to be observed prior to short/longlisting.

7.4.5 Candidates who are not shortlisted will be notified that they have been unsuccessful and are entitled to request feedback on why they have been unsuccessful. Notes should be recorded on NHS Jobs whilst shortlisting, detailing the reason for rejection.

7.4.5 Armed Forces personnel who have indicated on their application who meet the minimum criteria for a role will automatically be selected for interview. This would be indicated by an AF on their application.

## **7.5 STEP 5: Selection**

### **Interviews**

7.5.1 Panels must include a minimum of two people, one must be senior to the role being interviewed. At least one panellist should have attended Recruitment Interview Skills Training (and safeguarding where required).

7.5.2 The hiring manager / chairperson is responsible for confirming the final panel members. This may be managed by Recruitment in some high volume roles where assessment centres are utilised. Consideration should be given by the hiring manager to the participation and diversity of the members of the panel. It is best practice for one panel member to be from another department, particularly for internal recruitment processes to ensure fairness and equality of opportunity.

7.5.3 The interview will focus on satisfactory demonstration of Trust values/behavioural competencies, experience and other criteria outlined in the person specification in determining whether a candidate has the capability and requisite competencies to perform the role effectively.

7.5.4 Hiring managers must not shortlist or assess relatives, partners, expartners or friends, and must declare to the Recruitment Team any potential conflict of interest at either the shortlisting or interview process.

7.5.5 Candidates applying as a job share must be interviewed individually in order to determine their suitability for the post.

### **Assessments**

7.5.6 Assessments are designed to ensure candidates' suitability for the role and to provide candidates with a realistic overview of the role. In order to ensure that there is evidence that areas of the person specification that are particularly critical to success in the post are assessed. Candidates may be required to undertake job-related selection assessments.

7.5.7 The use of assessments may be appropriate for some posts. The recruiting manager should liaise with Recruitment or the Clinical Education team where necessary, to discuss what is appropriate and how it should be carried out. These will include Lifting and Driving assessments.

7.5.8 The Trust will accept up to and including 3 live penalty points to an external applicant's licence where the role applied for involves a significant amount of driving. The Trust will accept up to and including 6 live penalty points to an internal applicant's licence where the role applied for includes a significant amount of driving. For roles that include a lesser amount of driving, the above criteria will be applied, however, specific applications may be considered on a case by case basis by the advertising

manager and the Driving Standards Department, in conjunction with the Trust's motor insurance providers.

Applicants who have a Drink or Drug related disqualification visible on their licence (DR) would not be eligible to continue with their application unless 5 years has elapsed since the conviction date. After this 5-year period the offence will remain visible on the licence for a further 6 years, however, the application can be considered for processing but details of the offence will need to be provided in order for the Driving Standards Department to liaise with motor insurers to request inclusion to the Trust's policy.

7.5.9 All candidates will be provided with the same information regarding the selection process and undertake assessments under the same conditions, except where reasonable adjustments are made for candidates who have declared a disability on their application.

7.5.10 The final decision regarding the candidate to be appointed will incorporate the outcome of both the assessment centre scores and their performance at interview.

7.5.11 Where an assessment, such as a role play or ability/aptitude test, incurs a direct cost for the purchase of the assessment or services related to running such an assessment, this cost will be funded by the hiring manager's departmental budget. Full details of the costs of assessments may be obtained from the Recruitment Team.

For some roles a centralised assessment process will be mandatory.

7.5.12 Where an initial assessment exceeds more than six (6) months the recruitment manager should review and decide on whether there is a need to reassess the candidate. Any rationale will be documented and individuals will be notified accordingly

## **7.6 STEP 6: Post-selection**

7.6.1 Managers must communicate the outcome of the interviews to the successful and unsuccessful candidates and confirm to the Recruitment Team via the recruitment system within one working day. Candidates should be given the opportunity to receive feedback. Managers should maintain good communication with candidates throughout the postinterview period; for volume recruitment, this will be done by the Recruitment Coordinator. The Recruitment Team will issue a conditional offer of employment which is subject to satisfactory pre-employment checks (see section 6.6.3).

### **Talent Pool**

7.6.2 Hiring managers should where appropriate, also identify other candidates who are appointable, however were not successful for that recruitment episode, known as 'silver' (second) and 'bronze' (third) reserve candidates. The details of these candidates will be stored in a talent pool maintained by the Recruitment Team. These candidates will be passed to hiring managers who have similar vacancies that arise to see if they are suitable to offer prior to initiating the recruitment process. Talent pools on NHS Jobs and or local records may be used to record these candidates.

If within six (6) months of a recruitment process being completed an additional vacancy becomes available, hiring managers can appoint to the additional position using the existing pool of candidates providing the following contract details are the same:

- tenure of contract;
- grade;
- post hours; and Job role.

## **Pre-employment checks**

7.6.3 SCAS undertakes Pre-employment checks in line with legal requirements and NHS Employers Standards. For further detail about pre-employment checks, please refer to the Pre-Employment Checks Procedure and the DBS Guidance and Procedure. (see appendix A)

## **Withdrawing an offer**

7.6.4 The offer of employment will be withdrawn if a candidate fails to satisfy the pre-employment checks, is dishonest or fails to disclose any cautions, warnings, reprimands or convictions; the Recruiting Manager in consultation with the Recruitment, will be responsible for deciding whether an offer of employment is to be withdrawn and a letter will be sent to the candidate, clearly stating the reasons for this.

Where a candidate has commenced in employment, on a conditional basis pending completion of pre-employment checks, the appropriate HR Manager, and the Recruiting Manager will be notified and they will take the necessary action.

## **Exceptions to employment checks**

### **7.6.5 Permanent and Honorary Contracts**

In exceptional circumstances, and providing there is compliance with all legal and regulatory obligations, the HR Manager (Resourcing) may allow an employee or honorary appointee to start work before all employment checks have been completed. This discretion will only be used where the assessed risk of an individual starting is low, where patient safety will be improved by allowing them to start in these circumstances. A hiring manager requesting that an employee starts without all pre-employment checks in place must ensure comprehensive supervision arrangements are in place.

A letter of authority or service level agreement for an honorary contract will negate the requirement to conduct employment checks where all information is provided by the NHS Trust or University with the exception of the right to work check and professional registration where required.

## **7.7 Contract of Employment**

Once a candidate has satisfactorily cleared all pre-employment checks, the

Recruiting Manager and candidate will agree a start date and confirm this to the Recruitment Team at which point a contract will be issued

## **8. STAFF MOVING WITH THE TRUST**

For existing staff moving within SCAS, the following will apply:

### **8.1 Right to work check**

Recruitment will check right to work for prospective employees moving internally within SCAS, via ESR and (if necessary), Omidox.

### **8.2 DBS**

DBS will be processed for eligible roles, where employees are moving from a noneligible to an eligible role. For employees moving between roles requiring the same level of checks, DBS checks will be processed if they were last completed over 5 years ago.

Recruitment must ensure that the type of workforce or barring list checked is applicable for the new role, and may have to process a new check if levels are not the same for the old and new role. For example, a previous role required only the POVA list whereas the new role requires both POCA and POVA lists to be checked

### **8.3 Occupational Health Clearance**

A work health assessment clearance will be required for an employee moving to a similar role, where an OH check was completed longer than 12 months prior to their move, or they are moving to a different role.

### **8.4 Internal Referencing**

For interdepartmental role changes, recruitment will obtain from HR a HR pro-forma - confirmation of satisfactory attendance, performance and live disciplinary or capability action to be made available to the hiring manager.

### **8.5 Fit and proper persons test**

The Recruitment Team will be responsible for undertaking the Fit and proper persons test for senior/Board Level Posts.

## **9. SECONDMENT (Acting Up) & FIXED TERM CONTRACTS**

(Please refer to the Secondment Policy and agreement for more information)

All secondments or Fixed Term Contracts that are expected to last more than 3 months will be advertised and selection will take place in accordance with the normal Recruitment Procedure.

A variation form has to be completed as per the normal recruitment process to ensure contract changes and payroll information is updated on ESR

A secondment agreement will be issued by Recruitment as per the Secondment Policy

All managers responsible for recruiting must carry out a fair, equitable and transparent recruitment and selection process for acting up, secondment, or fixed-term vacancies.

### **9.1 Fixed-term contracts**

A fixed-term contract will only be issued where there is a specific need for the post to be appointed on a temporary basis.

Managers should be aware that an employee who is employed on a succession of fixed-term contracts for more than four (4) years will be deemed to be a permanent employee in accordance with the Fixed-term Contract Regulations.

Employees who are redeployed to a fixed-term position (from a substantive post) retain all their rights as a permanent employee.

Fixed-term employees dismissed by reason of redundancy will have the right to claim statutory redundancy payments after continuous employment of two years NHS service.

## **10. INDUCTION**

10.1 All newly appointed staff must attend a corporate Trust induction, either on their first day of employment, planned within an on job training programme (for most volume recruitment) or the next available date. Either way induction should be completed within the first 3 months of their start date.

10.2 It is the responsibility of the Recruiting Manager for low volume recruitment to ensure new employees are booked to attend Corporate Induction. Any statutory and mandatory training requirements which have not been completed prior to start of employment or covered by Trust induction must be addressed within the first two weeks of employment.

10.3 Bank and temporary workers are expected to receive local induction and orientation by their host department.

## **11. PROBATIONARY PERIOD**

All new staff appointed on a contract with SCAS will be subject to a formal probationary period – **Please refer to the Probationary Policy for further details.**

## **12. RECORDS OF CONFIDENTIALITY**

12.1 Data will be processed to support the recruitment process for vacancies advertised by SCAS and processed via NHS Jobs. This will be in accordance with the [Data Protection Act 2018 \(DPA\)](#), the [General Data Protection Regulation \(Regulation \(EU\) 2016/679 of the European Parliament and of the Council \(GDPR\)\)](#).

12.2 Please refer to the SCAS Recruitment Privacy Notice.  
[www.scas.nhs.uk/getinvolved/work-for-us/got-the-job](http://www.scas.nhs.uk/getinvolved/work-for-us/got-the-job)

12.3 The Trust has a duty to keep confidential personal data that is collected from individuals and to use it only for the purpose for which it has been collected. During the recruitment process and during the period staff are employed, only information relevant to employment and that which is required to be held by law is gathered, in accordance with GDPR. The Trust's Recruitment Department will retain records of every recruitment process for one year.

### **13. MONITORING & AUDIT**

13.1 Diversity and equality outcomes are measured, monitored and evaluated as standard business performance. The Trust's Recruitment department will monitor activity and outcomes of the Recruitment and Selection Policy for fairness and consistency; the KPIs (Appendix 1) for efficiency; and assess the effectiveness of its recruitment practices in attracting and selecting diverse candidates, planning and taking action as appropriate in accordance with the principles outlined in this policy.

13.2 This policy will be reviewed and monitored regularly by Recruitment who will provide data of the use of this policy as and when required.

### **14. POLICY REVIEW**

The effectiveness of this policy will be monitored regularly by HR who will provide data on the use of the policy as and when required. Annual report will be provided to the Trust board at the end of each financial year. The results of the annual staff survey will also provide a valuable indicator of any problems.

In advance of the review date, the HR team will review and produce recommendations which will be shared via the recognised policy approval process (HR Policy Review Group) in time for the policy review date. An early review can be triggered by the Trust Board, HR or joint staff side if they have serious concerns about the policy or its implementation.

## **Appendix 1 – Pre Employment Checks**

### **1. INTRODUCTION**

**1.1** South Central Ambulance NHS Foundation Trust recognises and accepts its responsibilities to provide good standards of care and treatment to patients, by appropriately qualified and statutory registered professional practitioners.

**1.2** SCAS has adopted the NHS Employment Check Standards published by NHS Employers. These standards include those checks that are required by law, those that are Department of Health Policy.

**1.3** SCAS is also compliant with CQC Guidance and the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 to ensure safer recruitment.

**1.4** The aim of this procedure is to:

- Describe the types of checks that must be completed, prior to candidate start dates and the standards which are measured against.
- Ensure that the responsibilities for pre-employment checks are appropriately assigned and understood.
- Define the action required where candidates fail to satisfy the checks.
- Describe the arrangements for monitoring the completion of pre-employment checks.

**1.5** The standards apply to all applicants as appropriate to the position. This includes permanent and directly-employed temporary and seconded staff, staff on fixed term and bank contracts, volunteers, students, and trainees.

**1.6** All external agencies that supply staff to the Trust will provide assurance that recruitment checks are carried out in line with this policy and with NHS Buying Solutions standards. The assurance is to be provided by the agency prior to their being approved as an agency used by the Trust.

**1.7** There are separate policies for Registration Checks and DBS Checks.

### **2. TYPES OF CHECKS**

This procedure covers the arrangements for:

- Verification of identity
- Right to work
- Qualifications/Registration
- Driving licences (where required)
- Employment history and references
- Occupational Health (OH)
- DBS checks

### **3. PROCEDURES FOR CHECKING**

**3.1** In every case (please see s3.7.3, below), the following pre-employment checks must be complete before a prospective employee can begin their employment with SCAS:

- Identity checks;
- Right to work checks;
- Occupational Health checks;
- Registration checks (if appropriate – see Registration Checks Policy);
- Driving Licence checks (where required);



- At least one reference (from the most recent employer) that is satisfactory to SCAS (pending receipt of a second reference).

**3.1.1** Employment will be delayed and/or conditional offers withdrawn if prospective candidates do not provide satisfactory preemployment checks.

**3.1.2** Individual digression will be granted following a Risk Assessment process carried out by the Recruiting Manager if the above checks are incomplete before commencement date

**3.1.2** Candidates re-applying who have failed pre-employment checks cannot re-apply for 12 months. This will be monitored on a case by case basis by the Recruitment Manager.

### **3.2 VERIFYING IDENTITY**

**3.2.1** A complete list of acceptable documentation can be found in the NHS Employment Checks Standards (Verification of Identity) ([www.nhsemployers.org](http://www.nhsemployers.org)).

**3.2.2** All documents must be originals or *certified* copies, which are valid, dated and current.

**3.2.3** Identity documents will be checked, signed and dated to verify that the original documents have been seen, and photocopied by the Recruiting Manager and/or Recruitment Coordinator and the copies passed to the Recruitment Team for retention on the personal file.

### **3.3 RIGHT TO WORK**

**3.3.1** All employees of SCAS must have a legal right to work in the UK.

**3.3.2** All shortlisted applicants for positions in SCAS will be required to provide evidence of their right to work at interview stage. This evidence will be checked by the Recruiting Manager, photocopied, signed and the copy passed to the Recruitment Team for retention on the personal file.

**3.3.3** Acceptable evidence of the right to work in the UK includes a current UK passport, a birth certificate issued in the UK accompanied by evidence of the individual's National Insurance number or a passport or other travel document endorsed to show that the holder has an indefinite right to remain in the UK or a biometric card.

**3.3.4** A full list of all of the acceptable documentation is included in NHS Employment Check Standards (Right to Work Checks) ([www.nhsemployers.org](http://www.nhsemployers.org)).

### **3.4 DISCLOSURE & BARRING SERVICES (DBS) CHECKS**

**3.4.1** See DBS Checks Policy.

### **3.5 QUALIFICATIONS & REGISTRATIONS**

**3.5.1** Where qualifications are an essential requirement of a position with SCAS, shortlisted candidates will be required to provide evidence of these qualifications in the form of an original certificate.

**3.5.2** The certificate will be checked by the Recruiting Manager and/or Recruitment Team and a photocopy will be taken, signed and returned to the Recruitment Team for retention on the personal file.

**3.5.3** All candidates requiring professional registration must provide evidence of up-to-date registration prior to any offer of appointment.

**3.5.4** For roles that require a professional registration check, the recruitment team will verify evidence directly with the regulatory body, retain a copy of this check on the employee's personal file and update their ESR record.

**3.5.5** Individuals will not be permitted to commence duties until professional registration has been checked and verified.

### **3.6 DRIVING LICENCES**

**3.6.1** Where the candidate requires a driving licence (or a particular category of driving licence) as part of the role applied for, this is included in the recruitment information about the post.

**3.6.2** All staff required to drive as a part of their role within SCAS (but not non-uniform staff who will need to drive on business; i.e. between offices) will undergo a driving assessment. This will be undertaken by a qualified driving instructor.

**3.6.3** Prior to the driving assessment, the instructor will check that the candidate has an appropriate driving licence online with the candidate's driver check code that they submit. For details of these checks, please see the Driving and Care of Trust Vehicles Policy, appendix 5: *Driving Licence Checks*.

### **3.7 REFERENCES**

**3.7.1** References serve the purpose of checking the accuracy of a prospective employee's previous employment. They can also provide assurance of an individual's experience, qualification and employment record.

**3.7.2** Where a prospective employee has been employed by another NHS Trust previous to SCAS, only the previous 12 months of employment will be requested from the current or previous Trust.

**3.7.3** SCAS requires references to cover at least the previous three years of employment and/or training (5 years for senior roles of band 7 and above) with the exception of 3.7.2.

**3.7.4** We aim to check a period which covers two separate employers (where possible), one of which is from the applicant's current or most recent employer. Where an individual has been with one employer for three years or more, one reference may be sufficient, provided this is from the HR Department.

**3.7.5** Where a prospective employee has changed employment frequently within the last three years, a sufficient number of confirmations shall be obtained to cover the continuous three years' history.

**3.7.6** Where a candidate has not been in employment, then educational references within the last three years preceding the application will be requested using the template on NHS Jobs. In such cases, where a gap in employment history or training has been identified as well as requesting for a personal statement from the applicant using template as Appendix 2, One personal references from persons of some standing in their community who have known the applicant for at least three years will also be requested using the template on NHS Jobs.

**3.7.7** If the applicant has been self-employed, evidence should be obtained (for example, from HM Revenue & Customs, bankers, accountants, solicitors, client references etc.) to confirm dates of employment, and any other information such as confirmation that the individual's business was properly conducted and the applicant's involvement in the business was terminated satisfactorily. In addition, it is recommended that one personal

reference from a person of some standing in their community should also be sought using the standard personal reference form.

**3.7.8** If the applicant has been unemployed and claimed benefits, evidence will be obtained from the job centre.

**3.7.9** Contact details for referees will be provided by the candidate as part of the application process.

**3.7.10** References will be requested in writing by the Recruitment Team once a candidate has been selected and the Recruiting Manager has requested that a written conditional offer of appointment is made. Candidates attending Assessment Centres will be asked if they are ok with their references being contacted prior to offer.

**3.7.11** References will be reviewed by the Recruitment Co-ordinator or Administrator for consistency with the application form and any other information relevant to the proposed employment. If the Recruitment Co-ordinator or Administrator has any concerns about a reference, then these should be raised with the Recruitment Advisor or the Recruitment Manager for resolution. Any discrepancies need to be noted and dealt with accordingly.

**3.7.12** Following point 3.7.11 references will be shared with the Recruiting Manager and where appropriate a Risk Assessment maybe carried out if any discrepancies are noticed and reported to the Recruiting/Recruitment Manager.

**3.7.13** Reference dates will be recorded on ESR by the Recruitment Coordinator and the reference will be retained on the personal file for the minimum periods outlined within with the Department of Health's guidance Management of Records Code of Practice at:

[www.dh.gov.uk/en/Publicationsandstatistics/Publications/RecordsManagementCodeofPractice](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/RecordsManagementCodeofPractice)

**3.7.14** Where applicants have been previously employed by SCAS (within the last 5 years) an internal reference pro forma will be completed by the Department HR Advisor in liaison with the team leader if necessary to give a factual reference.

**3.7.15** Internal applicants will require one reference from the HR Department using Appendix 3, employment dates and any issues checked on ESR. If the applicant is staying within the same team then this will not be required

In accordance with recent changes within legislation relating to General Data Protection Regulation (GDPR) all confidential references are now exempt from disclosure. For more information on GDPR or to express your concerns please visit <https://ico.org.uk/>

**3.8** Recruitment Co-ordinators should contact the Human Resources department to verify that all details recorded on ESR are up to date, and that there is no relevant information on the individual's HR record which will need to be considered before any appointments are made – this will be actioned by using the HR Pro-forma template Appendix 3.

**3.9** Should the Recruiting Manager wish to seek additional information about the individual's suitability for the new role, information should be obtained from individual's line manager.

**3.10** If the HR Pro-forma comes back from the HR department and states the individual's HR file is not with them/or does not cover the last three years of appropriate reference, then references must be sought from the gaps in question.

### **3.11 WORK HEALTH ASSESSMENTS**

**3.11.1** All prospective SCAS staff including internal candidates where applicable will require a check by our Work Health Assessment

provider to ensure that they are fit to undertake the duties proposed. In all cases, the assessment should take place after any offer of appointment (whether conditional or unconditional), but prior to commencement of their employment or training.

**3.11.2** The Recruitment Team will provide prospective employees with an online Work Health Assessment Service Questionnaire which they will be required to complete online and submit to the Work Health Assessment provider or to the Recruitment Team as applicable.

**3.11.3** All prospective Operational Staff and and/or staff whose primary role includes driving will be required to have a medical examination to establish their fitness for the role. All other prospective SCAS staff will complete a questionnaire and indicate whether or not they require an Occupational Health (OH) check as stated on the conditional offer.

**3.11.4** Confirmation of the OH check will be sent via the OH Portal by the OH provider to the Recruitment Team where it will be retained on the HR file. No other information relating to the health of the candidate will be retained on file.

#### **4. CONDITIONAL OFFERS**

**4.1** While pre-employment checks are being made, a conditional offer of employment will be made, making clear that the position is offered subject to the receipt of satisfactory pre-employment checks.

**4.2** Offers should not be put in writing until the candidate has provided sufficient evidence to prove their identity and entitlement to work in the UK.

**4.3** If the Trust finds that the pre-employment checks are not satisfactory, the offer of employment will be withdrawn. (See Recruitment Policy for further information)

**4.4** A new employee may only join the organisation before all pre-employment checks are complete in exceptional circumstances or when a Risk Assessment has been completed by the Recruiting Manager.

#### **5. WITHDRAWING CONDITIONAL OFFERS**

**5.1** Where there is a problem with pre-employment checks, the Recruitment Coordinator will raise this with the Recruitment Manager. The Recruitment Manager will be responsible for deciding whether an offer of employment is to be withdrawn in consultation with the Recruiting Manager.

**5.2** The candidate will then be notified in writing, with 'failure to satisfy preemployment checks' given as the reason unless a Risk Assessment has been completed for the applicant to start by the Recruiting Manager.

**5.3** Where an employee has commenced employment on a conditional basis, pending completion of pre-employment checks, and these turn out to be unsatisfactory; the Recruitment Manager will notify the appropriate HR Manager. The HR Manager will take the necessary action to terminate the employee's employment giving 'failure to satisfy pre-employment checks' as the reason. For further information, refer to the Probationary Policy.

#### **6. MONITORING OF CHECKS**

**6.1** The status of pre-employment checks will be recorded on spreadsheets and on NHS Jobs by the Recruitment Co-ordinator until such time as the records are transferred and maintained on ESR.

**6.2** DBS checks will be managed and monitored using NHS Jobs and ESR.

**6.3** Drivercheck forms will be logged on ESR and managed and monitored by Driving Standards.

**6.4** Terms and Conditions of employment are not issued until all pre-employment checks are completed unless a Risk Assessment has been completed and agreed by the Recruiting Manager and the p-files are signed off as complete by the Recruitment Advisor or the Recruitment Manager.

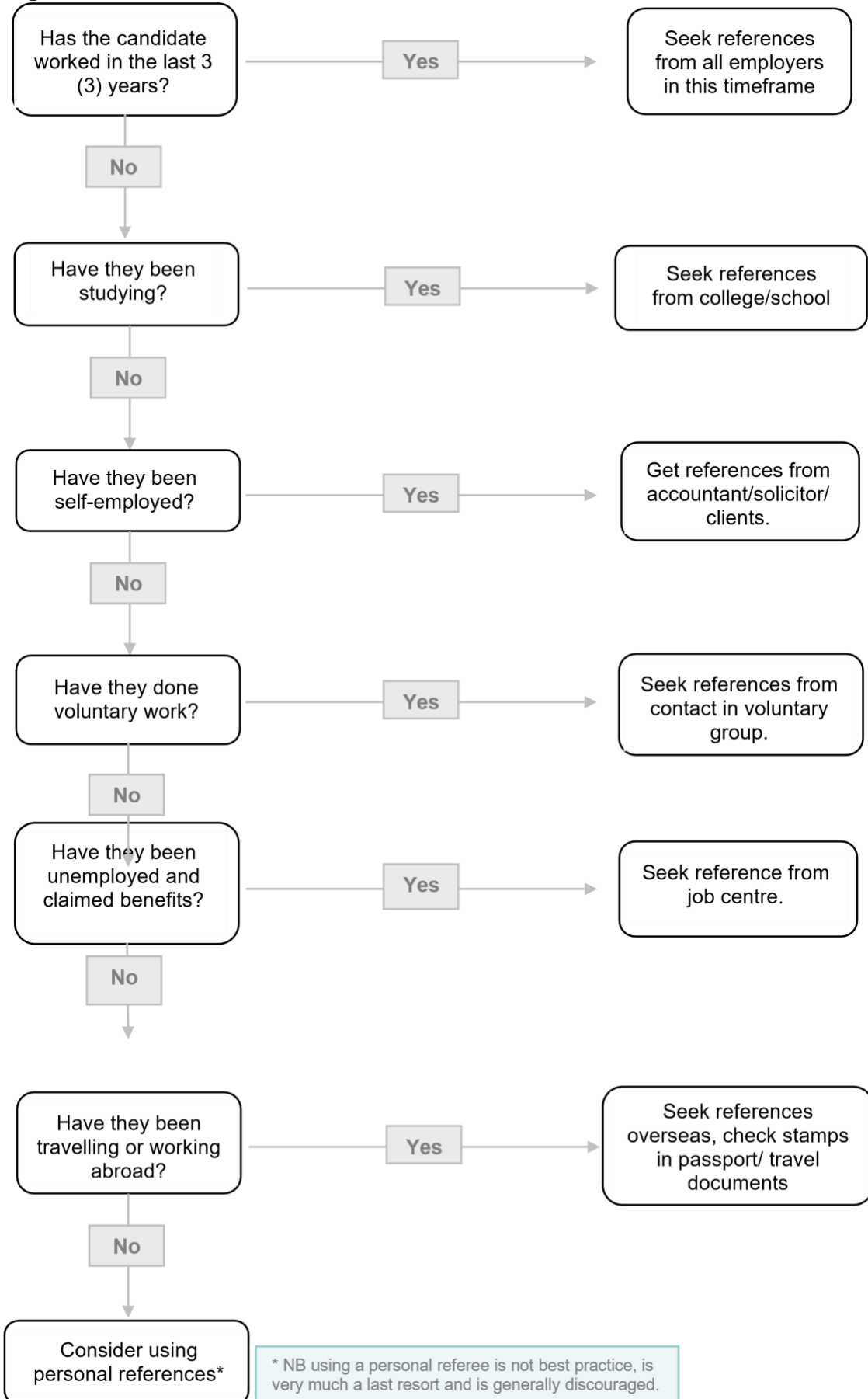
**6.5** The Recruitment Manager will monitor completion of checks periodically (not less frequently than 3 months) to ensure the necessary standards are being met and report any issues to the HR & Resourcing Manager.

## **7. RELATED POLICIES**

This policy forms part of a suite of recruitment-related policies. The following should be read in conjunction with this:

- Recruitment Policy
- Probationary Policy
- Secondment Policy
- Bank Workers Policy
- DBS Checks
- Driving and Care of Trust Vehicles
- Registrations Checks Policy

## Sourcing References



**Reference Review Form**

The Reference Review form, Personal Statement Form, Confirmation for recruitment of appointment Form, Clearance from the Disclosure and Barring Service and Occupational Health Team while pending Form and the DBS / Dismissal Risk Assessment Form are available for Internal use by SCAS Staff. It can be accessed internally via our [Staff Intranet](#).

## Appendix 2 – Legislation

The following table provides a summary of key legislation that underpins this policy:

<b>Legislation</b>	<b>Summary</b>
(link) <a href="#"><u>Equality Act 2010</u></a>	<p>The Equality Act 2010 provides a legal framework that protects individuals from unfair discrimination in the workplace and wider society. It applies to all aspects of employment, including recruitment and selection and defines nine protected characteristics:</p> <ul style="list-style-type: none"><li>• age</li><li>• disability</li><li>• gender reassignment</li><li>• marriage or civil partnership</li><li>• maternity or pregnancy</li><li>• race</li><li>• religion or belief</li><li>• sex; and</li><li>• sexual orientation.</li></ul> <p>For all groups of people with characteristics protected under the Equality Act to benefit equally in gaining employment, some groups may need more help or encouragement than others. This is because some groups are disadvantaged or under-represented, or have different needs from the population as a whole due to past or present discrimination or exclusion or particular experiences.</p> <p>The Equality Act allows service providers to take action that may involve treating one group more favourably where this is a proportionate way to help members of that group overcome a disadvantage or participate more fully, or in order to meet needs they have that are different from the population as a whole. This is called '<u>positive action</u>'.</p>
(link) <a href="#"><u>Genuine Occupational Requirement (GOR)</u></a>	<p>Where in very limited circumstances the Equality Act allows a job to be restricted in favour of a particular protected characteristic.</p>
(link) <a href="#"><u>The Safeguarding Vulnerable Groups Act 2006</u></a>	<p>Requires Trusts to check relevant staff for criminal convictions via enhanced Disclosure and Barring Service (DBS) checks formerly referred to as CRB checks.</p>
(link) <a href="#"><u>The Disclosure and Barring Service (DBS)</u></a>	<p>The DBS is an executive non-departmental public body of the Home Office set up to help organisations make safer recruitment</p>



decisions and prevent unsuitable people from working with vulnerable groups, including children.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act (1974) (Exceptions) Order (1975) as amended) and where appropriate Police Act Regulations (as amended), SCAS can only ask an individual about convictions and cautions that are not protected.

In circumstances where a disclosure is positive and the candidate has been successful at interview the Recruitment Advisor/Manager shall ensure 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.

(link) Children's and Adults' Barred Lists

Jobs that involve carrying out certain activities for children and adults may require an enhanced DBS check with a check of the barred lists. This will establish whether someone is included in the two DBS 'barred lists' (previously called ISA barred lists) of individuals who are unsuitable for working with children and adults.

People on the barred lists can't do certain types of work. There are specific rules for working with children and vulnerable adults - known as working in a regulated activity.

It's against the law for employers to employ someone or allow them to volunteer for this kind of work if they know they are on one of the barred lists.

For guidance on what level of check is required for each role, please click here: [The Disclosure and Barring Service \(DBS\)](#)

(link) Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

The Rehabilitation of Offenders Act 1974 (c.53) of the UK Parliament enables some criminal convictions to be ignored after a rehabilitation period.

(link) Immigration, Asylum and Nationality Act 2006

This legislation made it a criminal offence of law for an employer to employ someone who is not legally entitled to reside and work

in the UK. British citizens and citizens from the European Economic Area (EEA) are not subject to the Act.

(link) Certificate of Sponsorship

Any non-UK/EEA national seeking entry or permission to remain in the UK for the purpose of employment will normally require a certificate of sponsorship. Certificates of sponsorship are applied for by the employer from UK Visas and Immigration.

## **Equality Impact Assessment Form Section One – Screening**

A full Equality Impact Assessment has been carried out on this policy and is available on request to the public and internally via our [Staff Intranet](#).  
(see also section 4 for Equality Statement)

## **Equality Impact Assessment Form Section Two – Full Assessment**

A full Equality Impact Assessment has been carried out on this policy and is available on request to the public and internally via our [Staff Intranet](#).  
(see also section 2 for Equality Statement)

Joint Consultative Committee (JCC)

The purpose of the Joint Consultative Committee (JCC) is to provide a forum for discussion, consultation and negotiation between senior managers and representatives of the recognised trade unions. This policy has been agreed and signed off by the committee. A copy has been forward to all parties concerned and is available on request to the public and internally via our [Staff Intranet](#).