

Staff Safer Recruitment and Selection Policy.

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1. Introduction:

This policy is intended to set out the values, principles and policies underpinning the Blue Mountain Homes approach to recruitment and selection of its staff. Blue Mountain Homes complies fully with Regulation 32: Fitness of Workers Recruitment by ensuring:

- Recruitment and selection procedures are based on equal opportunities
- Recruitment and selection procedures focus on the protection of young people.
- Stringent procedures for recruiting are followed which include Enhanced DBS checks
- References from the last 5 years of employment and further back if relevant are obtained before an appointment is confirmed
- Gaps in the appointee's employment record are routinely explored,
- All new staff are confirmed in post following completion of a satisfactory Enhanced DBS .
- Staff are employed in accordance with the code of conduct and practice set by the Ofsted and safeguarding guidance for safer recruitment.
- All staff receive a contract of employment.

- We ensure a clear message about our Safer Recruitment Policy is highlighted at all stages of the recruitment procedure:
 - Job advert
 - Application Form
 - Interview
 - References.

2. Job Vacancies:

The aim of the Blue Mountain Homes selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment. Blue Mountain Homes provides its existing staff with an opportunity to indicate their interest in promotion opportunities as they come up and to advance within the home according to their skills and experience. In general, notices to all Senior, Deputies and management, full and part-time job vacancies are posted internally as well as being advertised externally.

To be eligible to apply for a promotion, an existing staff member must be performing competently in their present position and have held it long enough to make a significant contribution to the new role. Staff Members will also be expected to have completed the Training Development Programme for the position that they are applying for. Blue Mountain Homes encourages staff members to talk with their supervisors about their career plans and supervisors are encouraged to support staff members' efforts to gain experience and advance within the Company.

All external applicants are sent an application form and a job description. Only applications made using the proper form and received by the advertised deadline are considered. Applicants are short-listed by comparing their application form with the person specification for the job. All short-listed candidates are offered an interview and given details of the Blue Mountain Homes, the position for which they have applied and the terms and conditions of employment.

Internal applicants can apply for a promotion by sending a letter of interest to the HR Officer, detailing their interest in the post, their experience, skills and readiness to further their career.

3. Equality and Diversity

Blue Mountain Homes practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion, ethnic origin, race, disability or union membership (or lack of it). All applications (and their ultimate selection or rejection) are reviewed against equality and diversity criteria. All employees and applicants are required to complete a sex and ethnic origin form. Brief details of every application are recorded on the form and the reason for inviting some and no other applicants for interview are also recorded on it.

4. Job Interviews

Job interviews provide an opportunity for Blue Mountain Homes to get the information it needs about applicants to decide which is most suitable for the position in question. Interviews are not conducted until a completed application form has been received. Every attempt is made to ensure that interviews are conducted under conditions which are favorable to interviewees giving their best. Interviewers must ensure that they have all the appropriate documentation before the start of the interview. The assessments made by interviewers must be formally recorded on an interview assessment form. Interviewers must not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

5. References:

All offers of employment are made on condition that two satisfactory written references are obtained in respect of the applicant as per Safer Recruitment requirements., These references must cover a minimum of five years employment. If the references prove to be unsatisfactory, the offer of employment may be withdrawn without Blue Mountain Homes being in breach of contract. Applicants should confirm in writing that their present employer may be approached for a reference. If a reference is deemed unsatisfactory, the appointee should be told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

6. Criminal Records and DBS checks:

Before confirming someone's appointment, Blue Mountain Homes is required to carry out an enhanced criminal records check. It does this by making an application to the Disclosure and Barring Service (DBS) through a Registered Provider, which countersigns a received disclosure. Blue Mountain Homes retains DBS disclosures in secure conditions observing access to records and data protection protocols like any other personal information it holds on its staff members. Existing staff will have their DBS checks renewed as good practice every 3 to 5 years at no cost to the employee.

All documentation for a DBS check will be kept in the staff file, including identification proof. Evidence of the completed and successful DBS will be kept in the staff file.

7. Foreign Workers:

Blue Mountain Homes employs foreign workers only after confirming their legal status and entitlement to work in this country and after making equivalent checks on their criminal records and fitness to work with vulnerable people. Blue mountain homes keep records of Visa status and is monitored by the registered personal and HR to make sure it coincides with their legal working requirements.

8. Sponsorship

Blue Mountain Homes offer sponsorship visa's for relevant skilled workers from the UK and overseas. Blue mountain homes hold a Home Office License. Part of the process of the onboarding includes a strict process of background checks such as

- Criminal Checks
- Police Checks (UK and country of origin) including fingerprints
- References which are verified
- Character references
- Qualifications
- Health check

The applicant must prove they can read, write and speak and understand English to at least a level B1 on the CERF scale passing a Secure English Language Test.

- SELT – International English Language Testing System

All the above are then verified and approved.

Once we have this information, we apply to the Home Office for a sponsorship submission and await for this to be accepted.

More information and guidelines can be found on the Government Website

<https://www.points.homeoffice.gov.uk/gui-sponsor-jsf/Home/SponsorHome.faces>

9. Agency Staff:

Blue Mountain Homes recognizes that it is the responsibility of any employment agency who supplies staff to Blue Mountain Homes to have carried out all the required DBS checks. Blue Mountain Homes always seeks confirmation from the agency that it has carried out these checks and can verify that it has done so. The agency must also supply a copy of qualifications and experience held by staff. This information must be held in the home where the agency staff member is working. The agency staff member will not be allowed in the home without providing appropriate photo ID.