

# Recruitment & Selection Policy

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<b>Lead author(s):</b> (enter job titles)	Carolyn Watson, HR		
<b>Owner/Lead</b> (contact email address)	Linda Thomas, HR <a href="mailto:Linda.thomas@ccs.nhs.uk">Linda.thomas@ccs.nhs.uk</a>		
<b>Developed by:</b>	Human Resources and Staff Side		
<b>Approved by:</b> (Enter Board of Directors or Sub-Committee of BoD)	Joint Consultative Negotiating Partnership		
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## DOCUMENT CONTROL SHEET

<b>Purpose of document:</b>	To provide a recruitment and selection policy for recruiting managers.
<b>Dissemination:</b>	This document will be disseminated to all staff within the Trust via the CCS NHS Trust Intranet.
<b>Implementation:</b>	All Service areas
<b>Review:</b>	This document will be reviewed every two years.
<b>Documents replaced or superseded by this document:</b>	Recruitment & Selection Policy, version 2.3, January 2013
<b>This document supports (enter Standards and Legislation:</b>	<p>Equal Opportunities Policy (DN92)</p> <p>Single Equality Scheme</p> <p>Checking right to work in the UK, ID and pre-employment checks</p> <p>Criminal records bureau (CRB) disclosure and protection of children (PoCA) checks: Guide</p> <p>Disclosure and Barring Service (DBS) checks (merger of CRB and independent Safeguarding Authority (ISA) to form DBS as from 1 December 2012)</p> <p>NHSLA Standard 1.10</p> <p>NHS Employment Check Standards (re-published July 2013)</p>
<b>Key related documents:</b>	Recruitment and Selection Toolkits (see intranet, HR) Equal Opportunities Policy (DN92)
<b>Equality &amp; Diversity:</b>	The lead author/initiator(s) has carried out a rapid Equality and Diversity Impact Assessment on this document.
<b>Financial Implications:</b>	This document does not have any financial implications on the organisation.
<b>Key word search</b>	Recruitment, Selection, agency, CRB, ISA, DBS, Disclosure and Barring Service

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## 1.0 INTRODUCTION

Cambridgeshire Community Services NHS Trust (CCS) is committed to ensure that effective recruitment and selection is undertaken and candidates undergo appropriate employment checks upon joining the organisation and thereafter.

The Trust's Recruitment policy is underpinned by the commitment to equal opportunities, whereby staff are treated solely on the basis of their merits, abilities and potential, and are not discriminated against as a result of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

This policy covers the appointment of all staff, whether on a fixed term or permanent contract and is designed to provide a clear framework for effective recruitment to meet the needs of the Trust. The Recruitment of Volunteers should also be in line with the best practice in this policy and in line with the Volunteer Workers Recruitment Support and Conduct Policy.

Links to useful information on sound recruitment practices are available via the Recruitment Guidance Documents and Templates on the Trust's intranet: If further advice and guidance is needed then human resource professionals are available at all stages of the process.

This policy should be read in conjunction with:

- Recruitment Guidance Documents and Templates
- Equal Opportunities Policy DN92
- Volunteer Workers Recruitment Support and Conduct Policy DN229

## 2.0 OBJECTIVES

2.1 It is recognised that recruitment and selection processes are of crucial importance to the promotion of equal opportunities and that these processes must be carried out according to objective, job related criteria which do not give rise to discriminatory practices and which result in appointments based on merit, qualification and experience that ensure the organisation's ability to perform its role.

2.2 The aims of the Recruitment and Selection Policy and Procedure are:

- To ensure that recruitment processes are fit for purpose and meet best practice
- To appoint the best person for each position
- To ensure compliance with the Trust's Equal Opportunity Policy
- To ensure compliance with relevant legislation
- To promote the Trust's values
- To meet the Trust's operational requirements and strategic aims.
- To ensure consistent and robust recruitment and checking takes place across the Trust

### 3.0 SCOPE

This policy applies to all staff, except Medical and Dental employees. Managers should obtain assistance from the Medical Staffing team for any Medical and Dental recruitment. Some aspects of this policy also apply to the recruitment of volunteers; these are sections 4.0, 5.0, 11.0, 13.0 and Appendix 1.

### 4.0 ROLES AND RESPONSIBILITIES

#### 4.1 Director of Workforce and Service Redesign

The Director of Workforce and Service Redesign is the Lead Director in the Trust for safe recruitment practices.

#### 4.2 Individual Employee and Prospective Employees

It is the responsibility of applicants to provide all the relevant documentation needed as part of the recruitment process within the time frame given. Failure to do so may result in delays in the new employee's start date or the withdrawal of any conditional offer of employment. Documentary evidence includes proof of: identity; right to work in the UK; professional registration and qualification; employment history and references; Occupational health clearance; satisfactory Disclosure and Barring Service (DBS) check.

#### 4.3 Recruiting Manager (Appointing Officer)

The recruiting manager will appoint a selection panel to short-list, interview and select suitable candidates. The selection panel must comprise the recruiting manager (also known as the appointing officer) and at least one additional panel member.

The recruiting manager is responsible for the overall management of the recruitment process and must review all pre-employment checks and risk assess the results before making any conditional or unconditional offer of employment (as listed in Appendix 1). This applies to all employees, bank, temporary, agency, locum and voluntary and any other type of worker at the Trust. If any pre-employment checks are found to be not satisfactory then the manager must seek advice from a Human Resources adviser

The recruiting manager should maintain contact with the candidate. This is to update the candidate on the progress of any checks. It is also to ensure the candidate is completing any necessary forms and returning them in a timely way and to request any outstanding information from the candidate ie providing additional referee details.

The recruiting manager should maintain contact with Employment Services recruitment team (Serco). This is to ensure they are aware of progress and to assist in ensuring that recruitment is completed in a timely way.

#### 4.4 Chair of the Recruitment Panel

The selection panel must appoint a Chair. This chairperson is normally the recruiting manager, although this can be another manager. The chair of the selection panel must have attended the Trust's recruitment and selection training programme (or equivalent training at a predecessor Trust). It is the chairperson's responsibility to ensure that all selection panel members understand their duties in line with the Trust's Recruitment and Selection Policy and Equal Opportunities Policy.

## **4.5 Employment Services (Serco)**

Recruitment administration is supported by the Employment Services Recruitment team at Serco. They process employment checks in line with the service level agreement between CCS and Serco. The employment checks are detailed in Appendix 1 and Appendix 2.

## **4.6 Human Resources (HR)**

The Human Resources team provide training in recruitment and selection as part of a rolling programme of training for managers. The HR team are available to provide advice and guidance regarding any aspect of the recruitment and selection process. Any problem which arises regarding recruitment of an employee e.g. unsatisfactory references, DBS checks etc. should be discussed with a HR adviser who will work with the manager to resolve, including where relevant to assist in withdrawing an employment offer or dismissing an employee, or ending a temporary contract, etc. as appropriate.

## **4.7 Workforce Information**

The Workforce Information team produces monthly reports on staff turnover, leavers and new starters and quarterly reports on equality and diversity. These reports are available to the HR team, Unit Managers and Board Members for scrutiny. Where appropriate these reports are used to inform decision making within the Trust.

## **4.8 Chief Executive**

The Chief Executive is ultimately accountable for the implementation of this policy.

## **5.0 EQUAL OPPORTUNITIES**

The Trust's Equal Opportunities Policy (DN92) must be adhered to at all times.

## **6.0 VACANCY AUTHORISATION PROCESS (Resignation and Absence Management (RAM))**

All Vacancies are put through the RAM process to decide whether the post can be afforded and whether changes need to be made. From time to time, there may be separate procedures for vacancy authorisation due to regional redeployment agreements. The Resignation and Absence Management (RAM) guidance and forms can be found on the intranet.

Before any decision is made to advertise a job, the manager responsible for a post should decide that a real vacancy exists and should be clear about the requirements of the job. Opportunities for flexibility should be assessed and acted upon so as to attract as talented a group of applicants as possible without needless conditions being applied.

## **7.0 JOB DESCRIPTION AND PERSON SPECIFICATIONS**

7.1 Each job should have a written job description, person specification and a full KSF outline. These should be reviewed every time a vacancy occurs to ensure that they remain relevant and are flexible, including making reasonable adjustments should people with disabilities apply. Please see Recruitment and Selection Toolkits for guidance.

7.2 Person specifications should outline the genuine minimum requirement, and, where appropriate, any Genuine Occupational Qualification (GOQ) necessary for the job to be done effectively. Emphasis should be placed on quality, rather than length of experience, and consideration should be given to experience gained outside paid employment.

7.3 From 1 April 2015 posts which are banded at bands 1 – 4 (and are giving direct clinical care to patients) will be expected to have undertaken or be willing to undertake 'The Care Certificate' qualification.

7.4 In designing jobs and deciding on the hours required, managers must take into consideration the requirement of staff to undertake mandatory training in paid working time and therefore ***it is recommended that staff are not recruited on less than 10 hours a week.***

## 8.0 SELECTION

8.1 Selection should always be an open, competitive process except where a member of staff is being redeployed to accommodate their disability, health needs, maternity provisions, or other comparable situation, or being redeployed as an alternative to redundancy. The arrangements for such circumstances are detailed in the relevant HR policy.

8.2 All applicants, where they request it, should be entitled to know reasons why their application has been unsuccessful. This should be given verbally to the applicant.

## 9.0 SEEKING APPLICANTS

9.1 All vacancies will be advertised, except where there is an organisational change exercise in progress and this may lead to redundancies. In such circumstances, the appointments process for any relevant vacancies will form part of the consultation process.

9.2 All vacancies will be advertised in an appropriate medium to ensure that all suitable qualified applicants have the opportunity to make an application. As a minimum, this will be an internal advertisement in CCS\* or on the NHS Jobs website. Advertisements should be designed and placed to attract as wide a group of suitable qualified applicants as possible (see Recruitment and Selection Toolkits).<sup>\*</sup> It is acceptable to advertise internally in the first instance.



## 10.0 SELECTION DECISION

When selecting a candidate for appointment, the following must be adhered to:

- Everyone involved in recruitment selection must undertake fair and objective selection and recruitment.
- Selection decisions should be carried out by more than one person. Where a panel is appropriate, it should reflect the diversity of the workforce if at all possible.
- Selection should be consistently applied and based upon clear criteria, which are in line with the job description and person specification.
- A written record of all decisions should be kept for a minimum of six months.
- All short listed applicants should be asked if they require any particular arrangements to be made in the selection process to enable ease of participation.
- Should there be any concerns about the suitability of an applicant or concerns about gaps in their employment history which are not satisfactorily explained, an appointment should not be made without further enquiry.

## 11.0 OFFERS OF EMPLOYMENT

11.1 Before any offer of employment is made, employment checks must be obtained by Employment Services and checked by the recruiting manager as detailed in Appendix 1 and listed as follows:

- Verification of identity;
- Right to work [in the UK];
- Professional registration and qualification;
- Employment history and reference;
- Occupational health;
- Disclosure and Barring Service check at the appropriate level.

11.2 All posts exempt from the Rehabilitation of Offenders Act and identified as Regulated Activity, as defined by the Safeguarding Vulnerable Groups Act 2006 (Controlled Activity and Miscellaneous Provisions) Regulations 2010, see Appendix 1 and Appendix 2 will be subject to Disclosure and Barring Service (DBS) checks.

11.3 If consideration is being given to starting a candidate before DBS clearance is obtained, then a **risk assessment** must be undertaken by the line manager to ascertain whether or not this is appropriate and the post holder would not be permitted to work unsupervised. Post holders who will be working solely with children will not be able to start work in any capacity until the DBS check is complete. In exceptional cases permission can be sought through discussion with HR. (See also Appendix 1 and Appendix 2).

11.4 Final offers (Appendix 1 and Appendix 2), will only be made to successful candidates where:

- A fair selection interview process has been followed;
- A minimum of two satisfactory references have been obtained (three in the case of medical/Dental or Finance appointments). N.B. Best practice guidance from NHS Employers states references covering the previous 3 years should be requested.
- Evidence of relevant qualifications and current registration (for state registered professions) has been confirmed [where applicable];



- Evidence of identity and eligibility to work in the UK has been confirmed;
- Satisfactory health clearance obtained;
- Satisfactory DBS check(s) obtained [where applicable].

## 11.5 Process for following up those who fail to satisfy the checking arrangements:

- Recruiting manager must undertake a risk assessment of the employment checks obtained;
- If employment checks are not satisfactory the recruiting manager **MUST** contact their HR adviser;
- Failure to satisfy pre-employment checks will result in withdrawal of offer of employment, or offer of temporary/agency, or voluntary work;
- The HR adviser will provide advice and guidance to the manager to assist the manager to withdraw the conditional offer of employment;
- The recruiting manager will write to the applicant to withdraw the offer of employment.

## 12.0 TEMPORARY/AGENCY STAFFING

12.1 Recruiting managers must source/book temporary staff through the agreed process. Contact details, manager guidance, template documents and timesheets can be accessed on the HR pages of the Trust's intranet.

When using temporary staff, managers must ensure that all checks have been carried out in accordance with the checklist supplied in Appendix 3.

If the Bank Administration are unable to fulfil a temporary worker requirement managers can approach other recruitment agencies who are approved by the Crown Commercial Service.

Managers must use the checklist as in Appendix 3.

## 13.0 VOLUNTARY WORKERS

Checks must be made on all volunteers who apply to work as voluntary staff with the Trust i.e. 11.1 to 11.5 and Appendix 1 must be followed for volunteers in the same way as for employees. This also applies to any non-relative visitors who may have unsupervised access to patients and/or service users.

## 14.0 MONITORING COMPLIANCE

### 14.1 All Workers

- Budget holders, finance and the RAM panel are responsible for monitoring staffing budgets, assessing service need and authorising the recruitment of staff.
- The line manager is responsible for ensuring pre-employment checks meet NHS employment check standards.
- Any missing or unsatisfactory checks or other problems which arise around the recruitment of an employee will be discussed with the relevant HR advisor who will record this on the HR case work records sheet.

### 14.2 Agency Staff

If it is necessary to procure staff through agencies this must be undertaken through one of the approved regional and national frameworks. You can check if an agency is on the national framework by checking the supplier list on the Crown Procurement Services Website alternatively the list of agencies on the East of England Collaborative procurement hub Agency Nursing Framework Lot 2 framework can be found on the intranet. Agencies on the frameworks have to comply with the requirement to ensure staff have DBS and reference checks and are up to date with mandatory training. The Agencies then have to comply with an inspection regime.

Using staff through non framework agencies could leave you open to non compliance with safer recruitment practices that all NHS organisations have to follow. Please discuss with your HR Advisor before going directly to a non framework agency as an agreement will need to be put in place with the agency to agree charge rates and to ensure they are undertaking the required pre employment checks.

The use of non regulated agencies may risk the safety of patients and other staff and will be dealt with seriously. Managers who use workers from agencies not on an approved framework or with whom they have not established an agreement / SLA which gives the Trust assurance that appropriate recruitment and training standards and practices, have been adhered to will be subject to potential disciplinary action.

### 14.3 Workforce Information

Data is used from the Electronic Staff Records System (ESR) and from employee personal files. Monitoring includes reports produced from ESR by the Workforce Information team for the HR team and audits of information held on ESR and within the employee's personal files to identify that all pre-employment checks are being completed in accordance with NHS Employment Check Standards. Monitoring and review will be carried out on any recruitment related HR cases and sample checks by the HR team and checks carried out by authorised external auditors.

## 15.0 TRAINING AND COMPETENCY

The Human Resources team deliver training courses in recruitment and selection techniques and these are available to all managers. These can be accessed via the Workforce Development team and via the intranet.

## **16.0 EQUALITY & DIVERSITY STATEMENT**

Cambridgeshire Community Services NHS Trust will ensure that this document is applied in a fair and reasonable manner that does not discriminate on such grounds as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

## Appendix 1

### NHS Employment Check Standards

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This page contains the NHS Employment Check Standards outlining legal and mandatory checks employers must carry out for the appointment and on-going employment of all individuals in the NHS across England.

Developed with key stakeholders - including the Department of Health (DH), the Centre for the Protection of the National Infrastructure (CPNI), and employers in the NHS - the NHS Employment Check Standards outline all the pre-employment checks required by law, those that are mandated by DH policy, and those that are required for access to the NHS Care Record Service.

These standards apply to permanent staff, staff on fixed-term or temporary contracts, Bank staff, volunteers, students, trainees, contractors and agency staff. Trusts appointing locums and agency staff will need to ensure that their providers comply with these standards.

Originally published in March 2008, these standards were reviewed in consultation with key partners to assure their fitness for purpose, and re-published in July 2013. These standards are periodically subject to further amendment to ensure that they are completely up to date with current legislation and provide absolute clarity on requirements for employers. NHS providers will be required to show evidence of their compliance with these standards as part of the [Care Quality Commission's](#) annual regulatory framework. Failure to comply with these standards could potentially put the safety, and even the lives, of patients, staff and public at risk.

It is essential that recruiting managers regularly refer to the NHS Employers website and supporting FAQs to ensure that they are fully compliant with any updated legal and mandated requirements:

<http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Pages/Employment-checks.aspx>

The set of six documents below make up the NHS Employment Check Standards, covering:

1. [Verification of identity checks](#)
2. [Right to work checks](#)
3. [Professional registration and qualification checks](#)
4. [Employment history and reference checks](#)
5. [Criminal record checks](#) (Disclosure and Barring Service checks)
6. [Occupational health checks](#)

Further advice and guidance can be obtained from the Trust's Human Resources team. Copies of ALL of the above MUST be retained on the successful applicants personal file and be available for auditing purposes.

## Appendix 2

### Offer of Employment – Conditional and Non Conditional

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#### Conditional offers

Conditional offers are made once the preferred candidate is selected. The candidate appointment form (CAF) is completed to instruct Serco to issue the conditional offer. The start date cannot be confirmed at this stage, as this will be dependent on obtaining satisfactory pre employment checks.

Employment Services (Serco) will issue the conditional offer (using a standardised initial offer letter) enclosing the occupational health questionnaire and where appropriate details of how to undertake a DBS check.

The results of these checks should be stored on the personnel file of the successful applicant.

#### Final offers

Final offers form part of the formal contract of employment.

#### Health Declaration

All NHS staff must have a pre-appointment health check, which adheres to equal opportunities legislation.

External and internal candidates, who are moving to a job that requires a change in duties, are required to have a health check unless they have had a previous check in the past 6 Months. If you are unsure please phone Occupational Health for advice.

Pre employment checks are carried out to:

- Ensure that prospective staff are physically and psychologically capable of doing the work proposed, taking into account any current or previous illness
- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace
- Ensure as far as possible that the prospective employee does not represent a risk to patients and they will be doing work that is suitable and safe for them.

All checks must take into account the requirements of the Equality Act 2010 and reasonable adjustments must be made to ensure that people can work in the NHS regardless of physical impairments or learning disabilities.

#### Health Clearance obtained

Occupational Health will notify Employment Services (Serco) if the candidate is fit for post.

## **Health Clearance not obtained/Health Assessment required**

If the candidate is required to attend a health assessment, Occupational Health will write to the prospective employee with an appointment date and time. If they do not attend, Occupational Health will refer to Employment Services (Serco) and ask them to follow this up with the Manager.

## **The Disclosure and Barring Service (DBS)**

The NHS is a public sector employer with vulnerable clients and must ensure its integrity is beyond reproach. Therefore the Trust needs to know about any criminal convictions and/or pending prosecutions in relation to new staff. All job applicants are asked through the application form and declaration form to provide information about criminal convictions and prosecutions pending.

In relevant cases the Trust is entitled to ask for, and job applicants are not entitled to withhold, information about convictions which, for other purposes, are “spent” under the provisions of the Rehabilitation of Offenders Act 1974. In these cases a check as to the existence of, and content of, a criminal record will be requested from The Disclosure and Barring Service (DBS).

Criminal records checks are vital in a service providing direct patient care. This is particularly so for clinical posts where staff work unsupervised with children and vulnerable adults.

The Trust makes every subject of a criminal records check aware of the existence of the code of practice and makes a copy available on request. Cambridgeshire Community Services NHS Trust will normally only carry out checks on successful applicants.

## **Process for obtaining DBS check**

When Appointing officers (AO) are setting up recruitment plans onto the E-Recruitment system, if any post requires a DBS check this needs to be highlighted when giving details about the post. This will enable the appropriate letters and forms to be generated for applicants and Appointing officers. The AO should read the guidance below to determine whether a post needs a DBS check or not. AO's can also refer to the NHS Employers guidance on DBS checks found on the CCS Intranet.

Enclosed with the chair of interviews panels' file will be a declaration form stating that original documentation has been checked and the identity and home address of the candidate verified. This should be signed and returned with the successful candidate's documentation, and all other paperwork, to Serco Employment services. It will not be possible to process the DBS application without this confirmation

DBS checks are completed on line. Employment Services (Serco) are counter signatories for the Trust and they will initiate the process upon receipt of satisfactory ID checks. On satisfactory completion of the process the DBS will send the only copy of the disclosure certificate to the candidate. The candidate is required to present the DBS certificate for

validation by the recruiting manager who should complete the DBS record certificate (appendix 4). A copy of this certificate should be kept on file for audit purposes.

## **What type of disclosure do I need?**

Please contact either the HR Department or Employment Services recruitment team (Serco)

## **Declaration of Criminal Offence**

Previous offences will not automatically preclude an appointment being made. Appointing officers should use their judgement to decide whether offences stated should exclude the applicant from being shortlisted/appointed. Such judgement will be based on the suitability of an applicant in light of all the available information.

Any relevant information declared by the applicant or revealed by the DBS disclosure, must be explored with the individual before final selection. A decision to offer an applicant a position should be based on a full and fair assessment of the applicants circumstances and the risks associated with the position. All relevant factors must be taken into account, since, unless the job is a regulated position, the existence of a criminal conviction should not normally itself prevent anyone from working within the NHS. If information is declared by the applicant an objective assessment must be completed in line with the Trust's Recruitment of Ex-Offenders Guidance.

Where a criminal record is disclosed, it is particularly important that all other pre-employment checks are scrutinised, including references from the current and previous employer.

Failure to disclose a conviction when asked could result in dismissal. If a conviction is not disclosed on an application form/declaration form but is revealed as a result of a DBS check then this must be followed up with the applicant. A final offer should not be made until a satisfactory response is received. In some circumstances it may be necessary to withdraw the conditional offer of employment. In this circumstance please contact Human Resources for further advice.

## **Following up outstanding DBS checks**

It is the line manager's responsibility to make sure that a DBS outcome has been received. Managers should contact the candidate and/or Employment Services (Serco) if DBS outcome has not been received, and keep pursuing this until it has been received.

## **Staff Recruited from Overseas**

The DBS is unlikely to be able to provide any information on applicants from overseas who have not previously lived in the UK as currently the DBS can only access criminal records held on the Police National Computer (PNC) in England, Wales and Scotland (there is also some conviction data held on the PNC from Northern Ireland). However, where the position meets criteria for a disclosure – even if the applicant claims they have never lived in the UK before - a DBS disclosure should still be obtained, in addition to the individual's overseas criminal record, to meet statutory requirements.



For candidates who have worked or been resident overseas in the previous 5 years the employer should, where possible, obtain a check of the candidate's criminal record from that country.

All overseas police checks must be in accordance with that country's justice system and UK requirements. Contact Employment Services (Serco) for advice on obtaining police checks from overseas.

The DBS also provides an Overseas Information Service. This provides details to employers of the sort of criminal record information, which may be obtainable from home countries. The DBS does not have any direct involvement with applications by individuals to overseas authorities. Such information may have to be translated into English at the employer's/candidates expense.

If an overseas check is not possible to obtain, particular care should be taken with the other required checks, especially those of identity and qualifications. Satisfactory references should be obtained.

## **Alert Notices**

An Alert Notice is a way of notifying NHS bodies about Health Care Professionals whose performance or conduct could pose a significant risk of harm to patients, staff or the public.

Employers must check their alert notice files prior to recruiting an individual. If an individual is subject to an alert notice then employers must check whether they are suitable to be employed into the position being offered.

Alert letters are sent to the Lead Nurse and Assistant Director of Clinical Governance. They in turn send copies of the letter to Employment Services (Serco) who enter the names onto a database. When a manager informs Employment Services (Serco) of their shortlist, Employment Services check the name of the candidates against the alert letter database to ensure that no one short-listed is on this register.

### Appendix 3 Agency, Bank & Locum Workers Checklist

Authority name (location)		Authority reference no. (if provided)	000000000000		
Reason for Booking (if provided)					
Job Profile Title		Band	6	EPP?	Yes / No / N/A
Placement date from	DD/MM/YYYY	Placement date to	DD/MM/YYYY		
Proposed working pattern	Shift times		Total number of hours booked	000	

Hourly Pay Rate incl. any adjustments, as appropriate	£00.00	Total hourly charge excl. VAT	£00.00
Hourly Agency fee	£00.00	VAT (as appropriate)	£00.00
Travel and/or Other disbursements	As agreed with the Authority		
Accommodation required	As agreed with the Authority		

Agency Worker's full name	John Doe Smith				
Previously worked at the Authority as above?	Yes / No	Available for full placement period?	Yes / No* (*see below)	Recent photograph attached	Yes / No
Verified ID	United Kingdom Passport			Attached	Yes / No
Nationality and Immigration status (Right to Work in UK)	Not applicable (as above)			Attached	Yes / No

Relevant Professional and Regularly Body registration (as appropriate)	GCD / HPC / NMC
Relevant Professional and Regularly Body registration number (as appropriate)	0000000
Relevant Professional and Regularly Body registration last checked (as appropriate)	DD/MM/YYYY

Enhanced CRB disclosure no.	000000000000	Date CRB issued	DD/MM/YYYY
Enhanced CRB disclosure name of employer	Name of employer that obtained enhanced CRB disclosure	Regulated Activities status checked date	DD/MM/YYYY

Certificate of Fitness for Employment issued by	Name of OH Service Provider	Date issued	DD/MM/YYYY
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Competent in oral and written English	Yes / No	Two references attached	Yes / No	Alert notification?	Subject / Not subject
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Other information as required by the Authority	
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The above named Agency Worker has undergone all of the necessary and appropriate pre-employment screening checks as required by the NHS Conditions of Contract for the supply of agency workers to ensure their compliance as detailed in the Framework Agreement

Name		Position	
Signature		Date	DD/MM/YYYY

## Appendix 4

**DISCLOSURE & BARRING SERVICE**

A disclosure and barring check was carried out on the below person:

<b>Forename (s):</b>	
<b>Surname:</b>	
<b>Date of Birth:</b>	
<b>Job Role (or role applied for):</b>	

Details of the Certificate are as follows:

<b>Certificate Type:</b>	
<b>Certificate Number:</b>	
<b>Certificate Date:</b>	
<b>Workforce</b>	<b>Child/Adult/both</b> – please delete as appropriate

Please tick relevant box below

- |   |  |
|---|--|
| <p>1. No trace was found on the details supplied;</p>                                       | <input type="checkbox"/>                           |
| <p>2. Further discussion taken place with HR. Including following the Objective process</p> | <input type="checkbox"/><br><b>Assessment Form</b> |

**Declaration**

I confirm that I have seen the original DBS Disclosure Certificate and there was no trace found on the details supplied or where there was a trace, I have now processed an objective assessment form.

**Manager's Details:**

<b>Full Name:</b>	
<b>Job Title:</b>	
<b>Phone Number:</b>	
<b>Signature:</b>	

**NOTE TO APPOINTING OFFICERS:**

This document should be retained within the personal file and a copy e-mailed to the SERCO/ASP Recruitment Team, [recruitment.asp@serco.com](mailto:recruitment.asp@serco.com)