

Knowle West Health Park Company

Disclosure and Barring Service Checks and Recruitment of Ex-offenders Policy

Aims of the policy

KWHPC uses checks through the Disclosure and Barring Service (DBS) as part of its process of recruiting new staff and volunteers, including members of the Board of Directors. Paid staff will not be issued with a contract of employment, nor will they work individually with vulnerable members of public, until such time as the results of the DBS Check are known and their suitability for employment is established. (See KWHPC Recruitment Policy for more information) This policy explains the storage and management of information received through DBS checks and a statement on the employment of ex-offenders.

Confidentiality

Personal information relating to members of staff whether paid or voluntary will be held confidentially in a locked cabinet, and access to that information will only be granted to the Chair of the Board of Directors and the two managers employed by the Company. Other personnel or volunteers will not have access to that information.

The management of information received through DBS checks

1. Negative checks (i.e. where nothing untoward has been reported as a result of the DBS check) will be held confidentially until completion of the recruitment process and the contract of employment is issued. At that point the date of the DBS check and confirmation that it was negative will be recorded on the person's personnel record.
2. Receipt of a positive check will be discussed by the Chair of the Organisation, and appropriate registered recruiters, who will decide on the suitability of an applicant for the post, subject to the necessary rules on the rehabilitation of offenders. Where an individual is recruited despite past convictions, the DBS check documents will be retained on the person's personnel file indefinitely, as it may be relevant in the decision to recruit subject to Rehabilitation of Offenders Act or in any decision regarding a request for redeployment within the company.
3. Where a positive check results in the offer of employment being withdrawn, the company will store the DBS document and the application papers for the time required by KWHPC policy, which is 4 years. The information will be stored securely and will only be accessible to the Chair of the Board of Trustees and registered recruiters.

DBS Disclosure information will be used for the purposes of recruitment, decisions about redeployment and will be made available to potential future employers seeking references for that individual.

For staff already employed by KWHPC, DBS checks will be updated every three years.

KWHPC is committed to working within the Rehabilitation of Offenders Act 1974. The company will provide the necessary training and information for those involved in staff and volunteer recruitment, to ensure that decisions are made which balance the safety of service users with good practice on employing ex-offenders. A statement explaining KWHPC's position on the recruitment of ex-offenders, and Rehabilitation of Offenders Act 1974 is included in each application form.

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Recruitment Policy

The aim of this policy is to provide clear guidance for managers and staff and potential staff of KWHPC on the process for the recruitment of staff. This policy will apply to all paid and volunteer posts.

1. All posts will be advertised in at least one national and/or local publication, and efforts will be made to ensure the chosen publication is suited to the type of job advertised.
2. Advertisements will state any groups who are currently under-represented within the staff team and will include a positive statement to attract applications from such groups.
3. Using the Equal Opportunities monitoring form, KWHPC will monitor the number of applications from under-represented groups, and use the information to inform future advertising.
4. Paper and electronic applications will be accepted, though a signed original of an electronic application will be required prior to an appointment being made. Applications will be graded according to the person's suitability, qualification and experience against the person specification, and evidence of the candidate's ability to perform the tasks listed in the job description.
5. The short-listing process will involve use of a grid to mark whether candidates have satisfied the various requirements on the person specification, a score will be given for each requirement met and the highest scoring candidates will be invited for interview. A minimum of two members of the interview panel will participate in the short-listing process.
6. Short-listed candidates will be interviewed by a panel of at least 3 people, including at least one Board Member and the Chief Executive. Interviewees will be asked to reply to a standard set of questions designed to highlight suitability for the post.
7. Interviewers will score the candidates on their responses against set criteria which will have been agreed by the shortlisting group. Interview notes will be filed for 6 months after the appointment, for use as evidence in the event that any decision is disputed.
8. At the culmination of the interview, the panel will look at the relative scores of candidates and whether the requirements for the job have been satisfied. Should 2 or more candidates scores tie then the chair of the panel will have the casting vote.
9. Candidates will be required to supply details of 2 references, one of whom will be the last or present employer and formal job offers will only be made after receipt of these references. Candidates cannot commence employment until these references are received.
10. Candidates will also be asked to disclose any convictions and a permanent contract will only be issued following confirmation of suitability after enhanced Disclosure and Barring Service checks, in some cases DBS backlog means that checks are being delayed considerably. In this case, candidates may commence employment but a contract will not be issued, and employees whose roles include working with the public will not commence any one to one or unsupervised work until satisfactory checks are received.

11. No candidate will be judged less favourably on the grounds of sex, colour, age, marital status, race, nationality, ethnic origin, disability, HIV / other blood borne viruses, sexual orientation, or membership or non-membership of a Trade Union. Selection will be made only according to suitability for the post.

12. This recruitment policy will be made available to all potential applicants through its inclusion in the application pack.

13. Staff wishing to change posts within KWHPC can request a change using KWHPC Policy for Redeployment as guidance. However redeployment will only apply where a staff member seeks to change to a post on a similar scale of difficulty, skills, status and remuneration. A move into a post of different complexity will require the staff member to apply according to the rules of this policy.