



Safer Recruitment Policy

Introduction

The purpose of this policy is to promote and maintain fair and effective recruitment and selection.

The aim of the policy is to: -

- ② Continuously improve the consistency and effectiveness of recruitment and selection processes;
- ② Ensure that selection decisions are based on objective and justifiable criteria;
- ② Develop new recruitment methods that ensure effective and efficient recruitment practices that are cost effective and improve retention;
- ② Ensure that the recruitment and selection procedure promote a positive image of the organisation.

Policy Statement

Medex Group are committed to providing equality of employment opportunity for all members of staff and prospective staff and opposes all forms of discrimination, victimisation or harassment on the grounds of race, colour, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability, age or religion. Medex Group will not tolerate discrimination by any of its staff.

Every possible step will be taken to ensure that members of staff and prospective recruits are treated equally and fairly and that decisions on recruitment and selection, training, promotion and career progression are based solely on objective and job-related criteria.

Scope

This policy applies to the recruitment and selection of all staff to Medex Group.

Responsibility

Managers

Managers are responsible for employing the best available people to fill vacancies. They should recruit and select staff in accordance with the principles outlined in this document. This requires the design of the job and the identification of the personal qualities required to fill that job. Managers will be required to write and update job descriptions, person specifications, Knowledge and Skills outlines and advertisements and lead the selection process. This will include making offers of appointment and giving feedback to unsuccessful candidates.

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Person Responsible: Lara Beech

Medex Group Ltd



Procedure

Identifying a vacancy

Vacancies arise for different reasons. These can include, but are not limited to, general leavers; retirement; increase in workload; creation of a new post due to increased workload or additional funding and dismissal. Once a vacancy has been identified, the first step will be a review of the post to consider: the purpose; key result areas and competencies required for the post. This will form the basis of the Job Description and Person Specification Information may be obtained from the exit interview.

The recruiting manager should also consider:

- ❑ Whether a secondment or internal transfer would be more appropriate to fill the vacancy;
- ❑ Whether the job is necessary. There may have been changes in the team and a reorganisation may be appropriate, the manager must consider their business plan;
- ❑ If there are any aspects of the job which may need amendment;
- ❑ Whether the vacancy is suitable for flexible working e.g. part time, job share;
- ❑ What sort of contract the position should be offered on e.g. permanent, or fixed term.

Job Description

Job descriptions are an important part of the recruitment and selection process. A job description will ensure that managers are clear about the nature of the job to be filled and that employees/applicants understand the duties and responsibilities of the job. It also provides a basis for measurement of job performance. The Job Description and Person Specification determine the appropriate banding for the job.

All posts must have an up-to-date, comprehensive description of the job and reporting arrangements. This should include a summary of the job purpose and key responsibilities.

Person Specification

A person specification sets out to specify the qualifications, skills, knowledge, experience, personal qualities and other requirements which are needed to perform the duties identified in the job description.

When preparing a person specification managers should ensure that the criteria for selection are objective, measurable, job related, clearly defined and justifiable. The person specification is used as a means of shortlisting fairly, selecting fairly and as a means by which managers justify their decisions in any potential claim of discrimination. Once the person specification has been devised therefore, it is essential that it be adhered to. When writing a person specification consideration should be given to how each of the criteria will be assessed.

Remember that you are seeking the best person for the job, not necessarily the best person.

The person specification is the first decision-making step in the recruitment and selection process and lays the foundation for the success or failure of the process as a whole. A badly written person specification will make selection to the post more subjective and difficult to justify objectively. A well-written specification enables you to seek evidence about the applicant and make an objective decision.

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Advertising

Good advertising should aim to attract an appropriate number of candidates of suitable calibre at reasonable cost. Information included should be realistic, factual and clear.

The recruiting manager will be responsible for preparing the advertisement based on the information in the job description and person specification. The advertisement should give enough information about the job, its location, band, salary and minimum essential qualifications/experience to encourage suitable applicants and allow unsuitable applicants to 'self-select' out of the process.

Shortlisting is the process of identifying those candidates to be invited for interview; this is done by assessing individuals against the person specification. Shortlisting should be conducted by a panel with at least 2 members; this panel should ideally remain the same for interview however this is not always possible.

Prior to shortlisting, the panel should decide which of the criteria on the person specification could reasonably be assessed from the application information (i.e. bearing in mind that candidates will have been advised to address the person specification criteria when completing their application forms). The assessment of subjective criteria, such as an individual's personal attributes or skills is best excluded from consideration at the shortlisting stage and dealt with at interview.

All candidates who meet the essential/high rated criteria of the person specification should be shortlisted. However, in a situation where it is impractical to interview all of those shortlisted, desirable/medium or low rated criteria should be used as a means of further selection. The person specification should not be altered in any way to fit any candidate's application.

Shortlisting managers should consider their resources for selection, and shortlist a reasonable number of candidates, which would allow a successful appointment.

In order to ensure a fair and transparent process and to satisfy legal requirements, **reasons** for selection or rejection of all candidates **must** be recorded.

Once the shortlisting process has been completed the HR link will be notified of those candidates who should be invited for interview. The manager will also receive an email confirming this.

The purpose of the interview is to establish which of those candidates shortlisted best meets the criteria of the person specification in order that they can be appointed. It enables recruiting managers to explore and confirm information provided on the application form which, in turn, enables an informed assessment of whether the candidate meets the requirements of the job. It is also intended to provide a positive impression to the candidates in order that they will wish to join the organisation if offered a position.

All shortlisted candidates should be assessed only on the basis of the interview and any other selection methods. No account should be taken of any prior knowledge of candidates or information obtained as a result of informal visits.

The interview panel should consist of at least 2 members.

All interviews should be structured, with applicants being asked broadly the same questions. Where possible, competency-based questions should be used, which relate to the job description and person specification.

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Copies of all confidential documentation relating to the unsuccessful candidates will be retained in HR for six months.

Where an interview date is selected, a candidate will not have an automatic right to a rescheduled interview date where they cannot attend the scheduled interview.

All successful candidates who claim possession of qualifications relevant to the appointment are required to produce documentary evidence of the qualifications concerned. Copies must be retained on file. The necessary documentation in relation to the professional requirement of certain posts must be checked and validated prior to appointment by the recruiting manager. False claims regarding qualifications held will be treated seriously and may be subject to disciplinary action, including dismissal.

The recruiting manager is also required to check identification of candidates **at interview** however where application is through recruitment agencies confirmation is often in place.

References are an important method of verifying the authenticity of the candidate's claims made in their application form. Two satisfactory references should be obtained prior to making an offer of employment. References will be taken up for candidates after offer of employment.

An applicant is required to provide references for their last two employers, or, if applicable, their last three years of employment, this should be from their **line manager**. References from friends or family should not be accepted. Verbal references can be obtained in exceptional circumstances, in this situation the HR link would complete a reference request form on the basis of the information given verbally.

Information contained in references is given in confidence and should not be discussed with the candidate, unless consent is provided.

Once a decision has been made, it is important that the interviewing manager contacts the successful candidate personally or through the recruitment agency and at the earliest opportunity, so that an offer of employment can be made. This should be by telephone but should then be confirmed in writing/email as soon as possible.

The manager should also contact unsuccessful applicants personally or through the recruitment agency and provide constructive feedback if required based on the notes taken at interview.



DBS and Safer Recruitment

Medex Group is a responsible employer and ensures that it engages staff in a way that is compliant with the relevant legislation, and in particular that which exempts people with specific convictions from applying for or holding a particular job role where there is an acknowledged risk associated with access to young people or vulnerable adults. As a direct consequence, all vacant positions within the company are routinely reviewed and a consideration of the risks undertaken.

Offers of employment to all posts are subject to an enhanced DBS check and are conditional with the individual meeting the required standard. Failure to do so would result in an immediate withdrawal of the offer of employment. Failure to disclose or the provision of a false statement of disclosure by a potential employee or an employee in post may result in disciplinary action, and possible dismissal of the employee. All DBS disclosures are risk assessed against the job role on an individual basis. All information regarding DBS checks will be kept confidential in line with the Data Protection Act. All staff employed by Medex Group are subject to routine enhanced DBS checks every three years.

In the event of a Medex Group employee having suspicions regarding the contact of another employee, or an individual engaged on business for Medex Group, with a young person or vulnerable adult, they should report this to their line manager and the safeguarding contact. This is in order to minimise any potential risk with immediate effect and allow an investigation into the allegations to take place.

All staff working at Medex Group have undergone basic safeguarding training and will be available for a learner to discuss issues relating to safeguarding. For more serious issues the designated safeguarding officer will take the lead.

Recruitment of Learners

Medex Group welcomes learners under the age of 18, 18+, or vulnerable adults, who can demonstrate that they are able to meet the programme requirements for the programme of training they have chosen. These learners will also benefit from the social and learning environment which Medex Group provides.