



Skylight Psychiatry

Autism, ADHD and Mental Health Specialists

Recruitment Policy and Procedures

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Skylight Psychiatry Ltd is trading as **Skylight Psychiatry**

Introduction

Skylight Psychiatry recognises the importance of well managed recruitment processes. The procedures contained within this Policy will be communicated to all staff involved in the recruitment process. Training will also be provided to ensure anyone involved in the recruitment process understands the need for rigorous processes.

The Recruitment Process List document can be consulted as a more detailed guide to meeting the requirements outlined in this policy. This is available in the Skylight HR SharePoint site.

Policy Statement

Safer recruitment principles apply to all people working with children and adults at risk. The policy is designed to provide robust and clear standards of recruiting people and minimising the risks to vulnerable people, whatever their age.

This Policy applies to the recruitment of permanent and temporary members of staff, in addition to volunteers and apprentices. The policy varies for recruitment of associates, self-employed and contractors who will be joining our internal bank with further details of their recruitment stipulated under each heading below.

Skylight Psychiatry is committed to treating people fairly and equitably regardless of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Scope

This policy applies to anybody undertaking recruitment activity within the organisation.

Roles and Responsibilities

The **Appointing Manager** has specific responsibilities for managing the process, risk assessment and approval of all appointments/placements. All job descriptions, person specifications and selection criteria should be reviewed prior to advertisement.

If a task is delegated to another person within the process, overall responsibility will still be retained by the nominated individual and/or registered manager.

The **Disclosure and Barring Service (DBS)** is responsible for processing the checks on candidates to regulated posts. It manages the police check process and the lists of people barred from working with adults and children. It is a requirement that those recruited to regulated posts have a DBS check. The DBS is a public body, sponsored by the Home Office, that acts in respect of decisions to bar certain people from working with children or adults requiring medical or social care. It maintains the two barred lists that relate to work with adults and work with children, whilst managing the process for police checks. Checks of these lists are made as part of an Enhanced DBS disclosure for regulated positions.

Procedures

Selection and Testing

Appropriate selection and testing methods should be drawn up to cover all criteria relevant for the job. This should form the basis of the selection decision. Selection panel members must be suitably trained.

A range of specific and detailed checks must be undertaken before employment can be confirmed.

DBS checks

Where the role requires the incumbent to provide personal care to another individual, the individual being recruited must either:

- currently subscribe to the DBS update service and give permission for the Recruiting Manager or an authorised delegate to access their record, or
- apply for an enhanced disclosure with the relevant barring checks appropriate to the service users they will be dealing with

A DBS status check can be performed here:
<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

Employment may only commence with the required DBS in place. In some instances, new staff may commence employment prior to DBS clearance, for example to commence training, but they must not have access to vulnerable people or information about them until all checks have been completed. In such cases, or where there are concerns, Skylight Psychiatry will assess and record any potential risk and how this will be managed. This also applies for associates, self-employed and contractors. Skylight Psychiatry's service users are classed as vulnerable adults; therefore all clinical Associate and substantive posts are exempt from the Rehabilitation of Offenders Act.

Where a staff member's role does not involve regulated activity an enhanced DBS check may be required if there is unsupervised contact with service users and involvement in risk assessment.

Where there is no service user contact or access to clinical systems a basic check will be performed.

References

A minimum of two references will be required, ideally covering the preceding 3 years and the current or previous employers. If more than one employment reference cannot be obtained, a 'character' reference should be obtained from an individual the candidate has known for a minimum of 3 years, to satisfy the regulatory requirement that the individual is of good character. The referee will be asked to verify their position and accuracy of the reference. This also applies for associates, self-employed and contractors.

Qualifications verification

Original certificates for any qualifications the individual claims to have, and that are required for the role, must be provided. A copy should be taken and retained in the individual's file.

Relevant professional body registration details (e.g., GMC, NMC) will also be checked by the Appointing Manager or authorised delegate

This also applies for associates, self-employed and contractors.

Identity verification

Photographic evidence of the person's identity and the address where the person lives must be provided. The individual will be required to provide a current passport, birth certificate or a photo card driving licence and, to verify where they live, they should provide a bank statement, council tax statement or utility bill from within the last 3 months. Other acceptable proofs of address are a mortgage statement, P60, P45, HMRC, or DWP issued in the last 12 months. A recent credit card or financial statement may also be accepted.

Only original documents are acceptable. Copies should be taken, and the copy retained in the individual's file. All checks will be recorded by the Appointing Manager or their authorised delegate

Candidates will be required to demonstrate they have a right to work in the UK in line with the government's Right to Work advice: [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/checking-a-job-applicant-s-right-to-work)

This also applies for associates, self-employed and contractors.

Medical fitness

Candidates will be required to satisfy the Recruiting Manager that they are fit and able to undertake the proposed role. This can only be asked after there has been a conditional offer of employment (Section 60, Equality Act 2010). This also applies to associates, self-employed and contractors. Unsafe selection can have serious implications for the safety and security of vulnerable adults and children, and potentially be extremely damaging to the child or adult. It can prove costly in real terms and extremely damaging to the organisation's reputation and standing.

Where any conditions or disabilities are declared, a risk assessment will be documented with the risks, risk mitigation strategies, and decision on recruitment.

Good Character

Care should be given to identify 'good character' through application and interview.

There is no statutory guidance as to how 'good character' in the Care Quality Commission Regulation 5(3)(a) of the 2014 Regulations should be interpreted. However, the following are some of the features that are normally associated with 'good character':

- Honesty

- Trustworthiness
- Integrity
- Openness (also referred to as transparency)
- Ability to comply with the law

This also applies to associates, self-employed and contractors.

Job descriptions and Person Specifications

Prior to advertising a vacant position, the job description and person specification should be reviewed to ensure that they are up to date, reflect accurately the main components of the job role and that the knowledge, skills and experience are relevant to what is required. The job description will help to ensure that both management and applicant expectations are aligned.

The person specification provides details of the essential and desirable qualifications, skills and experience, person qualities and knowledge required. It is an essential part of the recruitment process and assists when compiling the job advertisement, the shortlisting process and to define the appropriate selection criteria. Each criterion must be identified as either essential or desirable. The essential criteria would be the minimum required to perform the job to the required standard. The desirable criteria would be the standards that would enable the person to perform the job more effectively.

When a vacancy is advertised the application pack should include an up to date job description and person specification.

This does not apply to associates, self-employed and contractors, as the role is to join internal bank and therefore no specific vacancy or job description may exist. However, primary responsibilities and expectations are outlined prior to registration.

Advertising

Where possible applicants should be encouraged to apply online as this allows the applications to be managed in a more efficient and consistent manner.

Advertisements may be placed on a third party website, such as Indeed, through which the candidate's application will be processed up to the point of interview or decline.

The advertisement should include a statement about Skylight Psychiatry, details of the job description and person specification, the job title, salary, hours and location of the role, and details of the type of contract being offered.

This does not apply to associates, self-employed and contractors.

Application Form

Application form will include a full employment history, including starting and finishing dates, and include reasons for leaving the position. Where there are gaps in employment these can be discussed during the interview process or full information provided in the Registration Form prior to completion of onboarding and confirming the role. This applies to all staff including associates, self-employed and contractors.

Shortlisting

The selection process should be objective, impartial and consistently applied.

The shortlisting criteria should be decided following a complete review of both the job description and person specification. Any gaps in employment or inconsistencies should be highlighted so that these can be addressed at the interview stage, if necessary.

All shortlisted applicants should be contacted by the individual responsible for recruiting to the vacancy. This does not apply to associates, self-employed and contractors.

Interview

Upon being invited to attend an interview the applicant should be asked to inform Skylight Psychiatry of any adjustments that may be required to facilitate their attendance at interview. The invitation should also outline the relevant documentation that the applicant should provide prior to the interview, or bring to the interview.

Where possible, interviews should be carried out by a minimum of two individuals, including the prospective line manager from Skylight Psychiatry. An expert by experience will be on the panel where possible. If interviews are to take place over several days, best practice dictates that the interview panel should remain consistent where possible. By way of preparation, the interview panel should meet before the interview to agree the ordering of questions and how the interview will progress. All applicants should be asked

the same questions. The interview panel must be mindful not to ask any questions that may be perceived as being discriminatory, such as questions relating to childcare or sickness records.

Any notes taken during the interview must be kept. This will help to verify the facts gained during the interview process, and protect against any claims such as unfair discrimination. They can be destroyed once no longer required.

Prior to ending the interview, the applicant should be informed of the next steps in terms of when the decision will be made and how they will be informed of the outcome.

This also applies to associates, self-employed and contractors.

Making an Appointment

All decisions made with regards to an appointment should be based on an objective assessment.

Where possible, the successful applicant should be advised first, to offer them the opportunity to accept or decline. If the successful applicant declines the offer of the role, the next most suitable candidate should then be offered the role.

This also applies to associates, self-employed and contractors.

The final decision regarding an appointment lies with the Board.

Probation

All employees are subject to a probationary period, normally six months, to assess their suitability for the role. During this period, individuals will receive induction, training and supervision in line with the organisation's Training and Supervision Policies.

The probationary period may be confirmed, extended or not passed following review. Probation arrangements for associates, self-employed staff and contractors are set out in their individual agreements.

Induction, Training and Supervision

All successful candidates will receive appropriate induction, training and supervision in line with the organisation's Training and Supervision Policies."

Recruitment Complaints

If an applicant is not satisfied with the recruitment process for any reason, they should refer their complaint to the HR Lead. If the complaint relates to the HR function, it can be directed to another Senior Manager. If it relates to a Senior Manager, it can be referred to a Director.

The complaint will be handled fairly, promptly and proportionately by the appropriate Senior Manager. Complaints will be recorded, and learning applied where relevant.

Data Protection

All information relating to any recruitment process will be treated confidentially and kept safely in accordance with data protection law.

Monitoring

Recruitment files are checked during recruitment, and personnel files are subject to periodic audit, including an annual staff records audit using a proportionate sample, to ensure recruitment checks are completed and documented.

Related policies and procedures

Complaints and Compliments Policy

Training and Induction Policy

Equality, Diversity and Human Rights Policy and Procedures

Safeguarding Policies and Procedures

Supervision Policy

Fit and Proper Persons Policy

Legislation and Guidance

Equality Act 2010 – legislation.gov.uk

DBS eligibility checker, <https://www.gov.uk/find-out-dbs-check>

Right to Work check guidance: [Checking a job applicants right to work](#)

[CQC Regulation 19: Fit and Proper Persons Employed – CQC provider guidance](https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-19-fit-proper-persons-employed#legislation-links)
<https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-19-fit-proper-persons-employed#legislation-links>

CQC Supporting information and Guidance: Supporting effective clinical supervision (2013)

Rehabilitation of Offenders Act 1974 – legislation.gov.uk

Safe & Fair recruitment (Skills for Care)- Skills for Care guidance

Recruitment and Retention resources (Skills for Care)- [Skills for Care web guidance](#)

Health & Social Care Act 2008 (Regulated Activities) – legislation.gov.uk

Employment Rights Act 1996 – legislation.gov.uk

[Data Protection Act 2018](https://www.gov.uk/data-protection) <https://www.gov.uk/data-protection>