



**Recruitment-Requirements relating to workers :Fit and Proper Persons Recruitment and Supervision Policy Seaside Care Homes Ltd (to be read in conjunction with Privacy, Dignity and Respect and Involving Policy; Equality and Diversity Policy, Whistleblowing Policy; Safeguarding Policies, Staff Anti-Bullying Policy)**

The following policy is to ensure the safe recruitment and supervision of appropriate staff in accordance with Health and Social Care Act 2008, Regulations (2014) Reg 19 and that all applicants are treated fairly and all relevant documentation is complete before any person is allowed to work for Seaside Care Homes Ltd.

All persons ,( including any Director's applications) applying for a vacancy at Seaside Care Homes Ltd.

- Must complete Seaside Care Homes Ltd application form.
- Registered Manager will short list
- Registered Manager/Nurses will be interviewed by both directors.
- Support Workers can be interviewed by a Manager and a senior member of staff who has had experience of interviewing staff in the past.
- Once interview has taken place and the applicant is successful 2 references will be sought. 1 must be from most recent employer.
- Once both satisfactory references are back the candidate will be offered a job, all references will be followed up with a telephone call.
- Any gaps in employment history must be detailed and evidenced
- Enhanced DBS check will be sent for the employee will be informed they will not be able to work until this is returned.
- Photo ID and 2 utility bills will be shown by the candidate and a copy put into the employee's file. This file will remain the property of Seaside Care Homes Ltd and will remain in a locked drawer.

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- All employee's must show originals of any study undertaken this will be copied and put into the employee's file.
- All new staff will have completed an induction programme within the first 3 month's at Seaside Care Homes Ltd.
- All staff will have a contract of employment within the first 3 months of joining Seaside Care Homes Ltd. Both copies must be signed. 1 copy is to remain with the employee. The other copy is to remain in the staff file.

### **Equality and anti-discrimination**

We have an Equality and Diversity Policy that is compliant with the Equality Act 2010 we as a company aim to eliminate unlawful discrimination and wish to foster good relations when exercising our recruitment process and in all other employment activities. Employees expect to be treated fairly and considerately this will always be the case with Seaside Care Homes Ltd. It is illegal to discriminate against people on the grounds of protected characteristics; sex, race, disability, sexual orientation or religion and age, pregnancy, maternity or gender reassignment.

Seaside Care Homes Ltd is committed to encourage, value and manage diversity. Equality in the working environment is both good management practice and makes good sense. It is imperative for staff moral that they are treated fairly and feel valued both as employees and as a colleague. This will ensure that Seaside Care Homes Ltd will be able to recruit a flexible workforce and retain staff.

All employees are entitled to a working environment that ensures that dignity is maintained at all times with a no tolerance rule for bullying and harassment.

### **Mobilisation of staff - recruitment strategy.**

We recruit by advertising in our local press or on the internet so as not to discriminate and ensure wide audience. We have a low turnover of staff and only need to recruit due to expansion. Our adverts state that enhanced DBS will be mandatory for this job as per SET Procedures on Safer Recruitment.

### **Process for monitoring qualifications and registrations of staff**

We need to see original copies of all qualifications and check the NMC register for current registration status of trained nurses.

**Details of supervision, training, qualifications and experience of staff to whom care is delegated/ Process for monitoring training, identification of training needs and provision of continuous professional development.**

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Staff have regular one to one supervision, twice a month on their 3 month probation period. Annual Appraisals with formulation of development plans. Staff only are able to perform delegated tasks once they have received relevant training and achieved competencies which will be signed off by registered nurses and recorded in their file for each young person. Competencies have a review date for reassessment of ability. Registered Manager will undertake the level 5 Diploma in Leadership and Management for Residential care or hold a equivalent qualification. All care staff have at least Level 3 Diploma in Health and Social Care Young people (or equivalent) or are undertaking level 3 Diploma in Health and Social Care within 6 months of starting employment with our company. Registered nurses will seek training as required for their Professional Development (CPD) requirements to ensure their skills remain current. Nurses are in receipt of Clinical Supervision. Training needs are ascertained for any young people's requirements and training sought accordingly.

**Procedure for management of performance and conduct of staff.** Staff receive supervision and work with Manager/nurses on a regular basis to maintain our very high standards of care. There is a Disciplinary Policy and all staff are aware of the procedure and also the Whistle Blowing Policy.

**Induction of new staff.** There is an induction plan in place with coaching and mentorship provision. New staff are well supported and will be on shift with more senior member of staff at all times until competent and confident in the care of the young people and the day to day running of the home. They will have supervision twice monthly for at least 3 months' probation period.

**Training and clinical competence of the person to whom treatment is delegated is ensured** Each member will be signed off for each task for each resident following appropriate training and supervision. We have Policy and guidelines for each task performed. All delegated tasks and competencies are monitored and signed off by Registered Nurses with a review date

**Insurance provision for support staff.** We have comprehensive insurance policies in place for our company which covers all of our staff, we do not subcontract care to other agencies.

**Accessibility for disabled staff.** Our service is compliant with The DDA access requirements and we have an Access Plan in place.

**DBS checks:** These will be completed prior to commencing employment at enhanced level and will be rechecked every 3 years

Signed:

Date:

Review Date: April 2023

Seaside Care Homes Ltd

Name	Designation	Date	Name	Designation	Date