

BUDDIES COMMUNITY CARE LTD.

RECRUITMENT POLICY

The purpose of this policy is to inform staff and clients of the minimum standards required and the protocols followed when dealing with any aspect of the recruitment of staff by BUDDIES COMMUNITY CARE Ltd.

Initial Registration Process -

All registrations must be completed by a Buddies Interviewer a qualified RMN familiar with the company ethos, and the requirements of the position. The interviewer will ensure that:

- Application Forms are completed fully
- The candidate is interviewed in person
- Details are taken for references
- A full Employment History is taken
- A latest CV is obtained
- The required identity checks are done
- A DBS certificate, or renewal service subscription is checked, or an application for a BUDDIES DBS is initiated.
- Details of Immunizations are taken with a full health declaration
- Photographs are taken or collected
- Immigration status is checked for non EU nationals
- CPR & Manual Handling qualifications are still valid and new training booked if needed in accordance with CSTF, or equivalent and where allowed by 'Skills for Health' .

BUDDIES COMMUNITY CARE LTD referencing Process -

Although most candidates will have been directly referred to us, or would have previously been known to us in some professional capacity for the quality of their work. BUDDIES will still seek the following -

- A professional reference is taken from at least the current and/or previous employer. More references are obtained if possible.
- Details of the referees are checked to ensure they are professional references
- A reference form is sent to the referee for completion
- If a candidate will be working with children a reference is obtained to confirm previous work history with children.
- All references are checked and an employment decision is made. If there are any doubts another reference is initiated and / or the details of the reference are discussed with the referee for clarification

Disclosure and Barring Service (DBS, formerly CRB) process -

- All Agency Workers are required to obtain an Enhanced DBS inclusive of POVA (Protection of Vulnerable Adults) and POCA (Protection of Children Act) checks.
 - People with criminal records applying to join PSS should be treated according to their merits and the special criteria of the post (e.g. Caring for children and vulnerable adults).
 - DBS disclosures reflecting prior convictions or cautions are dealt with on an individual basis and no candidate with a record indicating possible risk to either clients or patients are accepted for work. Additionally, questions will be asked as part of the interview process in order to ensure that people with such records are not inadvertently placed in vulnerable positions of employment.
 - Having a criminal record in itself should not necessarily prevent a person from joining BUDDIES. Where it is felt, however, that a past offence might mean that a person presents a risk to children or vulnerable adults then that person should not be employed.
 - Discrimination either in favour of, or against those persons currently in employment who have disclosed their criminal record is not permissible (unless the offence bars them from certain positions), and such information is strictly confidential.
- *Agency Workers are required to obtain an updated DBS annually, or preferably join the DBS renewal service, which we will advocate and provide guidance.*

- As an organisation using the DBS, to help assess the suitability of applicants for positions of trust, BUDDIES complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information a written policy is available, and can be viewed via the website.
- In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to 12 months, or as long as necessary, imposed by law, and relevant regulators.
- If it is considered necessary to keep Disclosure information for longer than 12 months, we will consult the DBS about this and will give full consideration to the Data Protection Act and the Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Quality Control- is a primary objective of BUDDIES, as stated previously, most candidates that we put forward to work will have been known to the company, by someone affiliated with us, who understands our ethos, and proven to be in possession of the necessary qualities we wish to promote.

- face to face interview is conducted by a fellow professional of adequate training, who will make comments as to the candidate's suitability
- Experience and qualifications are checked
- All References are checked
- The details from the BUDDIES CRB are checked including POVA/POCA if necessary.
- Employment history gaps are researched and verified
- Each file is finally reviewed by a qualified nurse prior to clearance for work. The nurse will once again read the references, check the CRB disclosure, verify the health and immunisation information, verify the right to work in the UK and mandatory training record prior to clearance.

Quality Enhancement and Enforcement of Standards:

- During the registration process, via the face-to-face interview and through introducing the candidate to the BUDDIES Policies as well as the Agency Worker Handbook, the following is made clear to the candidate:
 - Agency Workers to be deployed in the provision of services need to be always aware that whilst on a Client's premises that they:
 - are under the direction and control of the Client at all times
 - must work as directed by the Client and follow all reasonable requests, instructions, policies, procedures and rules of the Client (including any racial discrimination and equal opportunities policies)
- shall not neglect, nor without due and sufficient cause omit, to discharge promptly and diligently a required task within the terms of the engagement
- shall not make unnecessary use of authority in connection with the discharge of the provision of services and engagement instructions
- shall abide by the Working Time Regulations 1998 and where applicable, New Deal requirements
- shall not act in a manner reasonably likely to bring discredit upon the Client
- shall not unlawfully discriminate for any reason
- shall not falsify records, timesheets, expenses or attempt to de-fraud the Client in any way.
- shall not corruptly solicit or receive any bribe or other consideration from any person, or fail to account for monies or property received in connection with duties performed under the provision of services on an engagement
- shall observe the highest standards of hygiene, customer care, courtesy and consideration when working in an health service environment
- shall keep confidential information howsoever acquired whether relating to the Client, its business or relating to patients, including but not limited to patient identity, clinical conditions and treatment.
- shall be competent in understanding and using both written and oral English
- shall be able to communicate effectively with the Client's staff other healthcare workers, patients, carers and the general public
- must be helpful, pleasant and courteous
- must have good telephone skills
- shall have legible handwriting

- shall be confident and able to deal with Client's staff at all levels
- shall be able to work with minimum supervision, where appropriate
- shall be prompt and punctual.
- shall maintain proper standards of appearance and deportment whilst at work
- shall be properly and presentably dressed in such uniform and protective clothing, or otherwise, as agreed between the Parties
- shall display their photo ID badge on their clothing at all times during an engagement when they are on the Client's premises
- Shall not wear the uniform, protective clothing, photo ID badge or use the equipment on the Client's premises unless fulfilling the terms of the agreed engagement
- shall not engage in any form of physical or verbal abuse, threatening behaviour, harassment / bullying or be otherwise uncivil to persons encountered in the course of work
- shall not at any time be, or appear to be, on duty under the influence of alcohol or drugs
- shall not at any time be, or appear to be, in possession of firearms or other offensive weapons
- shall report any injury or accident sustained and/or witnessed whilst on the Client's premises shall on being charged or cautioned with any criminal offence or on being investigated by any professional or statutory body, notify BUDDIES immediately.
- shall not misuse or abuse the Client's property
- shall not smoke while on the Client's premises except in those areas where smoking is expressly permitted.
- shall adhere to all other relevant obligations that the Client shall reasonably require from time to time

Discrimination and Equality:

BUDDIES COMMUNITY CARE LTD. does not discriminate on the basis of:

- Ethnic origin
- Age
- Disability
- Race
- Religion
- Gender
- Personal sexual preferences or having a criminal record, in itself is not a valid cause for discrimination.

Temporary Workers, and prospective temporary workers, will only be discriminated between on the basis of their ability to perform their work to the required standards of professionalism, efficiency and safety.

Contents of file retained on each candidate:

Everything mentioned above is kept permanently in the candidates file with the exception of the DBS which is stored in accordance with DBS guidelines.

Provision of candidate feedback:

The candidate is involved in the full recruitment process, is kept informed at all times and is consulted for clarification at all times. If the candidate is rejected as unsuitable the reasons, together with an opportunity to respond, are communicated to the candidate.

If there are any complaints or feedback regards the policy and recruitment process please direct them to letsgetbetter@buddiescare.org – We value your views and your experience is important to us.

End of Policy Statement

This policy will be reviewed regularly to ensure it remains compliant with current legislation, regulatory standards, and best practice guidance.

The policy is subject to **annual review**, or sooner if there are:

- Changes to relevant legislation or regulation
- Guidance updates from the CQC or other regulatory bodies
- Changes in organisational structure or service provision
- Findings from internal audits or quality assurance processes
- Feedback from staff, service users, or stakeholders

All staff are responsible for ensuring they are familiar with this policy and apply it consistently in their roles. Updates will be communicated to all relevant personnel, and training will be provided as necessary.

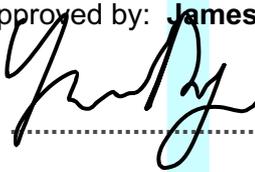
Policy Review and Version Control

Version Date Issued Reviewed By Next Review Due Changes Made (Summary)

1.0	07/10/2025	James Pay	07/10/2026	Initial version issued
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Approval:

Policy approved by: **James Daniel Pay - Registered Manager**

Signed:  (MANAGER)

Date: **7/10/2025**

Document Control:

- This document is a controlled policy. Once printed or downloaded, it becomes an uncontrolled copy and may not reflect the latest version. Please refer to the master version stored on the [policy management system / office file / care management software] for current policy.

