



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 can be obtained from the Policy Lead/Approvers of this policy.

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 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.

References

A minimum of two references will be required 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.

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.

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.

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 is provided.

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.

For substantive posts, 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 of Skylight Psychiatry's values, details of the job description and person specification, the job title, salary, hours and location of

the role, details of the type of contract being offered, the closing date and potential interview date, as well as contact details for further information regarding the role.

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. 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.

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 workers will undertake a probationary period. The probationary period will start at the onset of the employment period and is 6 months. A probationary review will be held with the individual which will decide either to, pass the probation, extend the probation, or fail the probation. The line manager must discuss with the Registered Manager any actions prior to the probation review.

The probationary period will be used as a way of assessing if the new worker demonstrates the right qualities for working with patients.

During the probationary period the trainee will undertake a training programme. In this period, formal supervision will be held twice monthly.

If the probationary period does not proceed to both parties' satisfaction, then the contract can be terminated with the usual period of notice given on both sides. This will be governed by employment legislation.

The probationary period can be extended. The staff member will be informed of this during the review, and this will be confirmed in writing to the staff member if an extension is required.

This does not apply to associates, self-employed and contractors. For this group, there is a 1 month notice period for termination of any sub-contracting arrangements by either Skylight Psychiatry or the associates, self-employed and contractors.

Staff Supervision

To ensure that all staff members remain able to meet their job requirements, Skylight Psychiatry will provide a regular programme of various types of supervision, which may include:

- clinical
- safeguarding
- professional
- management

This supervision will provide both Skylight Psychiatry and staff members the opportunity to:

- change or modify practice and identify training and continuing development needs.
- review professional standards
- keep up to date with developments in their profession
- identify professional training and continuing development needs
- ensure that they are working within professional codes of conduct and boundaries
- review performance
- set priorities/objectives in line with the organisation's objectives and service needs

(See the Staff Supervision Policy and Procedures for further information).

All associates, self-employed and contractors are responsible for ensuring that they are receiving their own supervision. Skylight Psychiatry may provide contact to support with any supervision needs. Skylight Psychiatry will review that supervision has taken place for the associates, self-employed and contractors on a monthly basis.

Fitness of Staff

If through regular review of staff , or in response to concerns raised by other parties, Skylight Psychiatry find they are not fit to carry out the duties required of them as they no longer meet the following criteria:

- are of good character
- have the qualifications, competence, skills and experience which are necessary for the work to be performed by them
- be able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the work for which they are employed

Skylight Psychiatry will:

- take such action as is necessary and proportionate to ensure that the requirements listed above are complied with
- inform the appropriate regulating body (e.g., for healthcare professionals the Nursing and Midwifery Council/ General Medical Council/ Health & Care Professionals Council
- respond without delay to concerns about a person's fitness or ability to carry out their duties. This includes responding immediately if there is an imminent risk to Skylight Psychiatry staff members or patients
- respond to concerns about a staff member's fitness fairly and follow correct procedures
- Provide appropriate interim measures when investigating a staff member's fitness to carry out their role to minimise any risk to patients
- inform other relevant parties as appropriate about concerns or findings relating to a staff member's fitness and support any related enquiries and investigations that other parties have carried out. They may inform bodies such as professional regulators, police, and safeguarding authorities about concerns.
- This also applies for associates, self-employed and contractors.

Recruitment Complaints

If an applicant is not satisfied with the recruitment process for any reason, they should refer their complaint to Ms Rahela Choudhury (Compliments and Complaints Lead) and in her absence, Dr Rejaul Islam (Chief Executive Officer).

The complaint will be handled in line with Skylight Psychiatry's complaints procedure. Details of this can be found in the Complaints and Compliments Policy.

Data Protection

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

Monitoring

All recruitment activity will be monitored by the Registered Manager. Recruitment files will be audited both during and after the recruitment.

Personnel files for those recruited will be audited to ensure all necessary checks have been undertaken, are satisfactory and that the required documents have been provided.

Related policies and procedures

Complaints and Compliments Policy

Equality and Diversity Policy and Procedures

Safeguarding Policies and Procedures

Supervision Policy

Legislation and Guidance

Equality Act 2010

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

Gov.uk Right to Work [Checking a job applicants right to work](#)

CQC

https://www.cqc.org.uk/sites/default/files/20141120_doc_fppf_final_nhs_provider_guidance_v1-0.pdf

<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

Safe & Fair recruitment, Skills for Care, [Safe and fair recruitment December 2020 \(skillsforcare.org.uk\)](#)

Recruitment and Retention, Skills for Care,

<https://www.skillsforcare.org.uk/Recruitment-retention/Recruitment-and-retention.aspx>

Health & Social Care Act 2008 (Regulated Activities)

The Care Act 2014

Employment Rights Act 1996

<https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-19-fit-proper-persons-employed>

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