

Harrow Shared Lives Scheme Policy & Procedure No. 52

Recruitment and Employment of Workers and Managers in the Service

The Harrow Shared Lives Scheme aims to provide good quality support and care. An important part of making this happen is the recruitment and selection of workers and managers who have the qualifications, skills, knowledge and abilities to support people effectively. We are committed to doing this in ways that promote equality of opportunity and anti-discriminatory practice.

How would this happen?

Managers and workers are recruited through a process which includes:

- completing an application form
- proof of identity, including a recent photograph
- taking up at least 2 written references, including one from the last employer
- if the person has worked in social care before, checking why they left their last job
- carrying out a health assessment / check
- carrying out a criminal record check (see below)
- checking with the Protection of Vulnerable Adults (POVA)¹ list / Barred Lists
- cross-references to the General Social Care Council / Scottish Social Services Council / Care Council for Wales / Northern Ireland Social Care Council or other professional bodies where appropriate
- consideration of the person's previous experiences and working history and the explanation for any gaps in this history
- whether the person has the required professional or NVQ qualifications
- whether the person has the right to work in this country
- at least one interview

¹ POVA list will be replaced by Barred Lists at the Independent Safeguarding Authority (for England, Wales and Northern Ireland) when this becomes operational in Oct 2009 and at the Central Barring Unit (for Scotland), implementation date expected to be in 2009 but not yet fixed.

An enhanced criminal record check will be required for managers and Shared Lives (SL) Workers and any other members of staff who are directly working with people in SL arrangements and/or their SL Carers and families. A standard criminal record check will be required for any workers whose jobs do not involve direct contact or the provision of any form of care or support or supervision or training.

The qualifications of managers and SL Workers need to meet the requirements of Skills for Care and the relevant organisations for workforce registration. If a new recruit has appropriate experience and abilities, but does not already have the necessary qualifications before beginning work in the service, he/she will be required to work towards an appropriate NVQ or other nationally recognised qualification within an agreed period of time.

Within four weeks of starting work all new recruits are given copies of the terms and conditions of employment as well as copies of relevant policies and procedures, including Training and Development and the Grievance Procedure and Disciplinary Procedure.

Before confirming a permanent contract, all workers and managers will have to complete a probationary period of six months and provide evidence of satisfactorily completing their induction and of having the necessary skills and knowledge for the job. If they have not been willing or able to do the service's Disciplinary Procedure will be followed.

Workers and managers will have the opportunity to continue to develop their knowledge and skills through regular supervision and an annual appraisal of their work, which will include an individual learning and development plan.

People who use the service are involved in the recruitment and selection of workers and managers through:

- participation in pre-interview meetings
- representation on the interview panel
- participation in induction training
- providing feedback about work undertaken during the probationary period

If temporary workers are employed through agencies, the Manager will make sure that all the necessary documentation, references and safety checks have been satisfactorily completed by the agency before the

person starts work. Temporary workers will receive the same induction to the service as permanent ones.

If permanent workers have to be made redundant at any time, we will comply fully with the statutory regulations about this, including giving notice, allowing time off to look for alternative employment and making redundancy payments. Employment may also be ended through the Disciplinary Procedure if an employee's conduct or work falls below required standards. There is more information about this in our policy on Standards of Conduct and Practice.

See these other policies and procedures and documents for further information on:

- Standards of conduct and practice
- Equal opportunities
- Training and development
- Working with volunteers
- Recruitment and assessment of SL Carers
- Continuous improvement in the service
- Disciplinary procedure (for workers and managers in the service)