



Policy on Safer Recruitment

Aim of the Policy:

This policy is intended to set out the values, principles and policies underpinning the Genell Support approach to the safer recruitment of team members.

Policy Statement:

The aim of the Genell Support is to ensure that the most suitable candidate is chosen for the job, that all applicants receive fair and equitable treatment, and that safer recruiting procedures are followed.

Philosophy:

Genell Support is committed to providing equal employment opportunities to all job applicants irrespective of race, nationality, sex, union membership or disability. Further, Genell Support will ensure that robust checks are made to determine the suitability of applicants before an offer of employment is made.

Job Posting:

Genell Support provide team members with an opportunity to indicate their interest in open positions and to advance within Genell Support according to their skills and experience. In general, notices of all regular, full, and part-time job openings are posted, although Genell Support reserves the right not to post a particular opening.

To be eligible to apply for a posted job, team members must be performing competently in their present position and have held it long enough to make a significant contribution.

Genell Support encourages team members to talk with their supervisors about their career plans, and supervisors are encouraged to support team members efforts to gain experience and advance within Genell Support.

An applicant's line manager may be contacted for an account of a team member's performance, skills, and other factors relevant to any application they may make. Any team members limitations or other circumstances that might affect a prospective transfer may also be discussed.

Applicant Selection:

All applicants are sent an application form and a job description. Only applications made using the proper application form and received by the advertised deadline are considered.

Applicants are short-listed by comparing their application form with the person specification for the job. All short-listed candidates are offered an interview and given details of Genell Support, the position for which they have applied and the terms and conditions of employment.

Equal Opportunities Policy:

Genell Support practice an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion, ethnic origin, race, disability, or union membership (or lack of it). To monitor the equal opportunities' policy all applications (and their ultimate selection or rejection) are thoroughly reviewed.

Genell Support requires all team members and applicants to complete a sex and ethnic origin form through their application process and form.

Checks and References:

All offers of employment are made on condition that an enhanced Disclosure and Barring Service (DBS) check, and two satisfactory references are obtained in respect of the applicant. One of the references must be from the applicants most recent employer. The DBS check must be applied for and administered by Genell Support through the company's DBS umbrella organisation.

If the DBS check or either of the two references prove to be unsatisfactory, any offer of employment will be withdrawn without Genell Support being in breach of contract.

Applicants should confirm in writing that their present employer may be approached for a reference.

If a reference, verbal or written, is deemed unsatisfactory, the applicant is told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

Genell Support makes the required checks as follows:

- Verifying applicants' identity by scrutiny of birth certificate, passport, or equivalent reliable documentation.
- Verifying their driving licence if they will be using a car to transport young people during their working shift.
- Requesting submission of certificates of training and qualifications.
- Requesting a declaration of their physical and mental fitness.
- Obtaining an enhanced DBS check.
- Verifying eligibility to work under Section 8 of the Asylum and Immigration Act 1996

Administrative and Support Team Members:

Administrative and other team members who are not in regular direct contact with young people are expected to have a standard DBS check as a minimum, however Genell Support reserves the right to request an enhanced DBS check where deemed appropriate.

Procedures where DBS Checks are not Available at Time of Starting:

In cases where it is proving impossible for newly appointed care team members from the home country or overseas to obtain an enhanced DBS check, Genell Support follows LSCB guidance by:

- Arranging for new team members to have a structured induction programme in which they carry out their work only under supervision.
- Closely monitoring the appointee's work settings.
- Terminating the employment if the DBS check is unsatisfactory on receipt.

Employment Interviews:

Employment interviews provide an opportunity for Genell Support to get the information it needs about applicants to decide which is most suitable for the position in question. Interviews are not conducted until a completed application form has been received.

Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best. Interviewers ensure that they have all the appropriate documentation before the start of the interview.

The assessments made by interviewers are formally recorded on an interview assessment form.

Interviewers do not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

Offers of Employment:

Terms of appointment and employment between Genell Support and team members are always confirmed in writing. If, due to exceptional circumstances, a verbal statement of terms cannot be avoided it is always stated that it is subject to written confirmation.

Formal offers of employment are made in writing after all candidates have been interviewed.