



Beyond Limits Dumfries and Galloway provide policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits Dumfries and Galloway, to make good, safe decisions.

Beyond Limits Dumfries and Galloway expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of how we work and any associated policies which are particularly relevant will be directly referenced.

# Recruitment & Selection Policy

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To be read in association with the [Equality & Diversity Policy](#)

## Recruitment & Selection Policy – what this means to Beyond Limits Dumfries & Galloway

Beyond Limits Dumfries and Galloway will recruit and select all employees in an equitable effective and efficient manner that will ensure the provision of the appropriate personnel able to meet service requirements.

In order to meet our organisational and operational objectives and achieve our full potential, we need to ensure that on each and every occasion we recruit the right person to fill every vacancy. Mistakes in recruitment and selection are costly to correct, so it makes sound business sense to ensure that effort and consideration goes into making well informed recruitment and selection decisions.

This policy is a framework for recruitment and selection in Beyond Limits Dumfries and Galloway and is supported by guidance notes that give clear guidelines relating to the duties and responsibilities of all individuals involved in the recruitment and selection process. All such

individuals have a duty to become familiar with the requirements of the policy and the guidance notes and to seek advice as and when necessary, on their correct use.

It is the responsibility of all employees involved in recruitment and selection to ensure that statutory obligations placed on Beyond Limits Dumfries & Galloway by legislation are strictly adhered to, with particular reference to:

- Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- Agency Workers Regulations 2010
- Bribery Act 2011
- Police (Scotland) Act 1998
- The Rehabilitation of Offenders Act 1974
- Health and Social Care Act 2008

It is the clear intention to promote consistent good practice, carried out in a lawful, efficient and cost-effective manner. In this way the interests of Beyond Limits Dumfries and Galloway and its good reputation as a fair employer will be safeguarded. Recruitment and selection are recognised as a key public relations exercise on behalf of Beyond Limits Dumfries and Galloway. It should be remembered that the option of choice applies equally to both Beyond Limits Dumfries and Galloway and the applicant. The astute applicant will always choose the employer who applies a professional approach to recruitment.

## The Recruitment Process

Beyond Limits Dumfries and Galloway recruit using a matching process so that the best possible match can be made between an employee and a person we support. This means that the person and those people that know them best will be central to the recruitment process and initial probation assessment and will be involved, where possible, in the decision to recruit a worker and review their employment progress.

## Decision to fill the vacancy

The decision to create a post or recruit into a vacancy must be taken by either the Director or Service Leader.

## Job Analysis

To recruit the right person requires an accurate picture of the person we are going to support, the job itself and the skills and attributes it demands. To this end, Beyond Limits Dumfries and Galloway will produce:

- A job description detailing the functions, responsibilities and accountabilities within the job specifically attaining to the person being supported and their Service Design specifications.
- A person specification listing the particular aptitudes, skills and abilities required in order to do the job in question and specifically attaining to the person being supported and their Service Design specifications.
- A competence specification – listing the particular level of skills and abilities required to be attained by staff during their probation and career at Beyond Limits Dumfries & Galloway. Each job description has a competency level.

## Equal Opportunities in Recruitment and Selection

The Recruitment and Selection Policy and Guidance notes co-ordinate with the Beyond Limits Dumfries and Galloway Equality & Diversity Policy. This policy will be positively adhered to and all employees involved in recruitment and selection have a duty to take action to eliminate all types of discrimination (direct, discrimination by association, perception discrimination and indirect discrimination) throughout the process.

Protected Characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

Positive action may be taken to ensure equality for employees or job applicants who share a particular protected characteristic and suffer a disadvantage connected to that characteristic, or if their participation to an activity is disproportionately low.

### **Advertising the Vacancy**

Beyond Limits Dumfries and Galloway will utilise clearly worded, informative advertisements to attract the required response. All advertisements will comply with statutory obligations and Beyond Limits Dumfries and Galloway policies. Appropriate media will be used to ensure vacancies are accessible to the whole community.

### **Information to Prospective Applicants**

All prospective applicants will be given the necessary information, appropriate to the nature and level of the position for which they are considering applying, in order that they may reach an informed decision on their suitability and desire for the post. This will include information of requirement to undertake a PVG (Protection of Vulnerable Groups) check.

## **The Selection Procedure**

### **Shortlisting**

Initially candidates who do not meet the essential requirements as defined in the Person Specification will be excluded. Then all the remaining candidates will be rated according to the extent they meet the particular requirements set out in the Person Specification and **NOT** in comparison with other candidates.

### **Selection Interview**

All interview panels must consist of a minimum of two people on the panel, one of whom should be the Line Manager/Supervisor and whenever possible, the person for whom they would work for. If people cannot attend, other ways of getting their views incorporated will be pursued, eg list of desired attributes, specific questions. For more senior posts, one or more suitably experienced additional panel members will be added.

All interviews will be conducted on an objective basis, concentrating on the knowledge, skills and abilities of the applicant, their match with the person they will support and their ability to fulfil the job requirements and meet the requirements of the Service Design.



Questions asked of the applicant will relate to the requirements of the job only and their abilities to undertake them within the Beyond Limits Dumfries & Galloway environment. Motivation for the role will be explored.

The applicant will also be expected to meet the person they will be supporting prior to a job offer giving the Supported Person their opportunity to help in the decision-making.

At the end of the interview and the process of selection, the interview panel must form a clear and objective reason for their decision which will be recorded and retained for a period of 12 months.

## Pre-Employment Checks

- **Identity Check** – The range of documentary evidence gathered should aim to verify the individual's appearance (photo ID), full name (forename and surname and any other name they legally wish to be known by), date of birth and current residing address.
- **Right to Work in the UK check** – Relevant documentary evidence will be obtained and the scan of the document will be kept together with the Home Office Right to Work checklist form.
- **References** – A minimum of three written references (one character and two employer) will be requested for all shortlisted candidates, one of which should be the applicant's current employer. References should validate a minimum of three years consecutive employment or training. Full employment history will be explored with the candidate during the interview including any gaps in employment or education. Where possible evidence should be sought that will validate these gaps. Any periods of unemployment, where the applicant has been claiming benefits can be confirmed via Jobcentre Plus via a summary letter or other means.
- **Overseas Criminal Background Check** – If an applicant is recruited directly from overseas, a satisfactory Certificate of Good Conduct from the country of origin must be provided in addition to an enhanced PVG check and other references from potential overseas employees before employment/voluntary work can begin. If original certificates are written in a different language other than English the applicant will need to obtain a certified translation of the Certificate as Beyond Limits Dumfries & Galloway require a certified translated English copy. Applicants can contact the Embassy of High Commission of the country in question or the Embassy of the country concerned for further assistance. If a Certificate of Good Conduct is not available (as certain countries do not issue these), a personal signed declaration must be obtained from the candidate to verify that they have never had any criminal convictions recorded against them in the country in which they have resided. In these circumstances, Beyond Limits Dumfries & Galloway may undertake any additional references required from potential overseas employees.

- **Fitness for Work** – The Equality Act limits the circumstances when you can ask health-related questions before offering a job. Up to this point, only those questions which will help you decide on certain issues can be asked:
  - To help you decide whether you need to make reasonable adjustments for the person in the selection process.
  - To help you decide whether an applicant can carry out a function that is essential to the job.
  - To help monitor diversity among people making applications.
  - To take positive action to assist disabled people.
- **PVG (Protection of Vulnerable Groups)** – Beyond Limits Dumfries & Galloway will carry out the correct level of criminal record check that the role is eligible for.

Any offer of employment will be conditional on all documentation being received and it being satisfactory to Beyond Limits Dumfries & Galloway. Verbal references shall not normally be sought or accepted, unless confirmed in writing. Consent will be sought prior to references being sent for.

### **Recruitment of Ex-Offenders**

As an organisation using the Disclosure Scotland service to assess applicants' suitability for positions of trust, we comply fully with the Protection of Vulnerable Groups (PVG) scheme and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Equal Opportunities Policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Beyond Limits Dumfries and Galloway actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Beyond Limits Dumfries and Galloway selects all candidates for interview, based on their skills, qualifications and experience.

A PVG is required for all staff. Beyond Limits Dumfries and Galloway guarantee that this information is only seen by those who need to see it as part of the recruitment process. All applicants successful at stages 1 & 2 (application form and interview) will be required to show the original and provide a copy of their disclosure and allow the organisation to hold this on file in accordance with the General Data Protection Regulation and the Protection of Vulnerable Groups code of practice.

Beyond Limits Dumfries & Galloway encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.

Due to the nature of the work that Beyond Limits Dumfries and Galloway undertakes, the organisation is allowed to ask questions about an individual's entire criminal record and not only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Beyond Limits Dumfries and Galloway ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Beyond Limits Dumfries & Galloway makes every subject of a disclosure aware of the existence of the PVG Code of Practice and makes a copy available on request.

Beyond Limits Dumfries and Galloway undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily prevent you from working with Beyond Limits Dumfries and Galloway. This will depend on the nature of the position applied for and the circumstances and background of your offences. Often consent from external funders or people we support would be sought before a decision is made.

If an employee commits any new offence during the period of employment, this must be reported to their line manager immediately.

### **After the Interview**

The offer of appointment will be made as soon as possible. All offers of appointment must be made subject to satisfactory references and PVG clearance and subject to any other conditions which may apply to the appointment in question.

In the event of alleged unfair or unlawful treatment within the recruitment and selection process, candidates will have recourse and should put any such complaint in writing to the Director.

## Post-Employment

Post-employment, standards of training will be maintained including:

- Adult Support & Protection
- An Induction Period
- Support and Supervision
- Mandatory and team specific training related to the person being supported
- Updated and refresher training and additional training which enhances a person's development

## Work Placements

Beyond Limits Dumfries & Galloway works with colleges and employment schemes to encourage future generations to enter the social care/supporting living sector. At times, where this is possible and with the consent of the person receiving support, Beyond Limits Dumfries & Galloway will offer work experience opportunities for the students of local Colleges and employment schemes. Beyond Limits Dumfries & Galloway will ensure that a PVG at the appropriate level will be requested. Some of the placements may happen very quickly and for a short period of time, therefore in some circumstances it may not be practical or proportionate to see a PVG check. In this case, Beyond Limits Dumfries & Galloway will document the reasons for the decision and ensure that the person only undertakes suitable activities and tasks.

Beyond Limits Dumfries & Galloway will carry out a Safety Assessment and ensure that:

- The person is supervised throughout their work placement by suitably trained staff and they should only undertake suitable activities and tasks.
- The person on the work placement must not be left alone with the person receiving support.
- The person on the placement should only carry out tasks which are limited to a supporting role and must not deliver any aspect of personal care.

## Agency Workers

Beyond Limits Dumfries & Galloway, on rare occasions, where necessary, will work with employment agencies to outsource staff. Beyond Limits Dumfries & Galloway will ensure to choose a reputable agency that has a robust Safer Recruitment Policy in place and adheres to good practice guidelines. Any specific pre-employment vetting checks will be agreed and these will be specified


