



Recruitment Policy

VERSION CONTROL

Reference Number RP1	Version 5.0	Status Final	Sponsor(s)/Author(s) P Godbole/N Salkeld
Amendments			
Document objectives: This policy outlines the principles to be adopted when recruiting staff to Pioneer Healthcare.			
Intended Recipients: All individuals involved with recruitment			
Group/Persons Consulted:			
Training/Resource Implications: None identified			
Approving Body and Date Approved		Executive Board – 2011	
Next Review Date		October 2027	

The table below logs the history of the steps in development of the document.

Version	Date	Author	Comment
1.0	Sep 2011	N Salkeld P Godbole	
2.0	Jan 2014	N Salkeld P Godbole	
3.0	Jan 2017	NS/PPG	Update to checks to include admin
4.0	Dec 2018	NS	DPA updated
5.0	Oct 2024	NS/PPG	Addition of clause 6 Diversity, Inclusion and Equality

1. INTRODUCTION

Recruiting the right staff is key to staff retention and is an essential element in the success of healthcare delivery. The process starts with the efficient use of recruitment services - both in terms of attracting and selecting the right staff. The way in which the NHS recruits is changing, with costs being driven down and processes moving to online paperless systems.

Pioneer Healthcare Limited (PH) agree that pre employment checks are more effective if it forms an integral part of our policies, practices and procedures for the recruitment, hiring, and where necessary, training of employees.

2. STATEMENT

PH will ensure that only one department will be responsible for carrying out pre-employment screening to ensure consistency; generally this will be HR as the lead on the recruitment and selection of employees.

A dedicated manager or senior member of staff will be responsible to lead the process to ensure that checks and protocols are adhered to and information is shared appropriately.

The level and degree of checks carried out will be proportionate to the level of risk or opportunity to cause harm or damage the position being applied for may represent, and will only be carried out after a provisional decision has been made on the successful applicant. Where information is requested at an earlier stage (eg, at short-listing or interview), PH will justify why this is required, for instance, to protect patient or staff safety.

All pre-employment practices and processes will be thorough, objective and unbiased and compatible with all relevant legislation such as Data Protection, Human Rights, Race Relations and Equality etc.

3. RECORDING OF CHECKS

PH will carry out all checks in compliance with the Data Protection Act 2018. Information will only be obtained where it is essential to the recruitment decision and kept in accordance with the Act.

4. USE OF AGENCIES, CONTRACTORS AND OTHER EXTERNAL BODIES

Ultimately, the responsibility for pre-employment checks lies with PH. Where pre-employment checks are delegated to an agency, contractor or other external body, PH will satisfy themselves, by regular audit and monitoring, that appropriate checks are being carried out and processes meet the standards required.

This requirement will cascade from contract to sub-contract. A contract with an employment agency for clinical staff will include:

- details of the checks required for different posts
- a statement to the effect that the agency will not receive payment for their services unless they provide staff who have been adequately screened
- the agency will be liable for financial penalties if it is discovered that contracted staff have not been adequately screened
- the contracting authority retains the right to audit the screening process at any time
- the agency must inform the contracting authority if the contractor is no longer employed by them, is undergoing any disciplinary procedures, or is arrested

5. EMPLOYMENT CHECK STANDARDS

Clinical staff will be existing or former NHS Employees who have undergone and passed the NHS Employment Check Standards. These standards apply to permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees, contractors and highly mobile staff employed through an agency. Failure to comply with these standards could potentially put the safety, and even the lives, of patients, staff and public at risk.

The set of six documents below make up the NHS Employment Check Standards, covering:

1. Verification of identity checks
2. Right to work checks
3. Registration and qualification checks
4. Employment history and reference checks
5. Criminal record checks
6. Occupational health checks

For Consultants providing services for PH; to practice within an independent partner hospital all Consultants must obtain and maintain valid Practising Privileges from the hospital. In addition, PH will ensure the following checks will be carried out:

1. Verification of identity
2. Inclusion on the General Medical Council register
3. Appraisal within previous 12 months
4. Evidence of an enhanced criminal record check
5. Mandatory training including Safeguarding Adults and Safeguarding Children (when role will involve working with Children)

For administrative staff providing services for PH, the following checks will be carried out:

1. Verification of identity checks
2. Standard criminal records check (if most recent check undertaken is over 12 months old)
3. Employment history and reference checks, where applicable

6. DIVERSITY, EQUALITY, AND INCLUSION

Pioneer recognises that some sections of society experience prejudice and discrimination. Discrimination can come in one of the following forms:

- 6.1. Direct discrimination - is when someone is treated unfairly because of a protected characteristic,
- 6.2. Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- 6.3. Discrimination by association - this is when a person is treated less favourably because they are linked or associated with a protected characteristic
- 6.4. Discrimination by perception – this happens when a person is discriminated against because they are thought to have a particular protected characteristic when in fact they do not
- 6.5. Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- 6.6. Victimisation - treating someone unfairly because they have complained about discrimination or harassment The Equality Act 2010 specifically recognises the 'protected characteristics' of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation. The Act also requires regard to socio- economic factors, pregnancy, maternity, marriage, and civil partnership:
- 6.7. Pioneer is committed to equality of opportunity and anti – discriminatory practice in the provision of services. Pioneer believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices
- 6.8. Pioneer will provide frameworks that follow the principles of the Diversity, Equality, and Inclusion Policy and will be consistent and fair for all;