



**Speech & Language Therapy
West Midlands Ltd.**

Recruitment Policy

Document Control

Item	Details
Date of policy	May 2024
Last policy review date	June 2026
Next policy review date	June 2027
Version	3.0
Responsible Lead	Registered Manager
Contact	info@saltwm.co.uk

This policy is under regular review. Updates will be made to reflect developments in procedures and best practice

1. PURPOSE AND SCOPE

This policy sets out our organisation's approach to recruitment and selection, ensuring all processes are fair, inclusive, transparent and comply with current legislation. This policy applies to the recruitment of all employees, volunteers, and apprentices within our autism and ADHD assessment and ADHD medication prescribing service.

2. LEGAL FRAMEWORK AND COMPLIANCE

Our recruitment processes comply with:

- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Employment Rights Act 1996
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Care Quality Commission (CQC) Fundamental Standards
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Immigration, Asylum and Nationality Act 2006

National Neurodiversity Assessments adopts a Safer Recruitment approach to all appointments involving contact with adults at risk, children and young people. Recruitment processes are designed to deter, identify and reject applicants who may pose a safeguarding risk and ensure only suitable individuals are employed or engaged by the organisation.

Fair Recruitment Principles:

- All recruitment decisions are based on merit, skills, qualifications and experience relevant to the role
- We actively promote equality of opportunity and welcome applications from all sections of the community
- Reasonable adjustments are made throughout the recruitment process for candidates with disabilities
- All stages of recruitment are documented to ensure transparency and accountability
- Unconscious bias training is provided to all staff involved in recruitment decisions

3. RECRUITMENT STAGES

3.1 Job Analysis and Advertisement

- **Role Definition:** Clear job descriptions and person specifications are developed, identifying essential and desirable criteria
- **Advertisement:** Positions are advertised through appropriate channels to reach diverse candidates

- **Application Process:** Standard application forms are used to ensure consistent information collection
- **Closing Date:** Adequate time is provided for applications (minimum 2 weeks for clinical roles)

3.2 Application Review and Shortlisting

- **Initial Screening:** Applications are reviewed against essential criteria by at least two panel members
- **Shortlisting:** Candidates meeting essential criteria are shortlisted using a scoring matrix
- **Documentation:** All decisions are recorded with clear rationale

3.3 Interview Process

- **Panel Composition:** Minimum of two interviewers, including at least one senior clinician for clinical roles
- **Structure:** Competency-based interviews using standardised questions
- **Assessment:** Clinical roles may include practical assessments or case study discussions
- **Recording:** Interview notes and scores are maintained for all candidates

3.4 Pre-Employment Checks

The following checks are completed before any offer of employment is confirmed:

Identity Verification:

- Right to work in the UK documentation
- Photographic identification and proof of address
- Professional registration verification (GMC, GMC Specialist Register for Consultants, NMC, HCPC as applicable)

Qualifications and Training:

- Original certificates for all qualifications listed as essential
- Verification of professional development and continuing education
- Specialist training in autism/ADHD assessment and prescribing (where applicable)

Health Clearance:

- Occupational health assessment
- Immunisation status and blood-borne virus screening where required
- Declaration of physical and mental health fitness for role

Safeguarding Declarations:

- Applicants must declare any safeguarding investigations, disciplinary findings, professional regulatory sanctions, criminal investigations, restrictions relating to work with adults or children, or any other information that may impact their suitability to work in regulated activities.
- Any declarations will be reviewed by the Clinical Director and Designated Safeguarding Lead and subject to a documented risk assessment where appropriate.
- Failure to disclose relevant safeguarding information may result in withdrawal of an offer of employment or disciplinary action if discovered after appointment.

3.5 References

Standard Requirements:

- Minimum of two professional references covering the last 5 years of employment
- Most recent employer reference is mandatory
- Character reference may be accepted if no employment history exists

Healthcare and Social Care History: For applicants with previous healthcare or social care experience:

- References must specifically address conduct, performance, and reason for leaving
- Direct contact with previous employers to verify employment dates and circumstances of departure
- Exploration of any gaps in employment history
- Specific questions regarding safeguarding concerns or disciplinary actions

Reference Content Requirements:

- Confirmation of employment dates and role
- Assessment of suitability for working with vulnerable adults and children
- Details of any disciplinary actions, safeguarding concerns, or performance issues
- Reason for leaving previous employment
- Confirmation of whether the employer would re-employ the individual

3.6 DBS and Barred List Checks

- **Enhanced DBS Certificate:** Required for all clinical staff and those with access to patient records
- **Barred List Checks:** Adults' and Children's barred lists for relevant roles

- **DBS Update Service:** Required for ongoing monitoring
- **DBS Renewal and Monitoring:** Staff are expected to maintain DBS Update Service subscriptions where applicable. DBS status is reviewed annually. Where an individual is not subscribed to the DBS Update Service, a new Enhanced DBS check will be obtained every three years or sooner where concerns arise.
- **Risk Assessment:** Any disclosed information is assessed through our DBS risk assessment process

3.7 Conditional Offer and Final Checks

- Conditional offer made subject to satisfactory completion of all pre-employment checks
- Probationary period of 6 months for all new employees
- Induction programme tailored to role and service requirements

4. PREVIOUS EMPLOYMENT VERIFICATION

Process:

- Direct telephone contact with previous employers
- Written confirmation requested where verbal references are obtained
- Employment dates, role responsibilities, and performance verified
- Specific focus on any healthcare or social care employment
- Verification of whether any safeguarding concerns, PiPoT investigations, disciplinary actions or restrictions on practice have occurred during previous employment
- Investigation of any employment gaps or frequent job changes

Healthcare Employment History:

- Detailed exploration of clinical practice and patient safety record
- Verification of prescribing history and any restrictions
- Review of continuing professional development
- Assessment of team working and communication skills

5. VOLUNTEER RECRUITMENT

Volunteers undergo the same rigorous checks as employees, including:

- Application form and interview process
- Two references (professional/character as appropriate)
- Enhanced DBS check and barred list screening
- Role-specific training and induction
- Regular supervision and support

Volunteer-Specific Considerations:

- Clear role descriptions and boundaries
- Appropriate supervision arrangements
- Training on confidentiality and safeguarding
- Regular review of volunteer arrangements

6. CONTRACTED WORKERS

Scope: This section applies to all contracted workers including agency staff, locum clinicians, consultants, and other temporary or contract personnel providing services within our organisation.

Contractor Approval Process:

- All contractors must be approved before commencing work
- Written contracts must specify responsibilities for pre-employment checks
- Clear accountability for ensuring all safety requirements are met
- Regular review of contractor performance and compliance

Agency and Locum Staff: Agency Responsibilities:

- Agencies must provide written confirmation that all pre-employment checks have been completed to our standards
- Evidence of current professional registration and indemnity insurance
- Confirmation of enhanced DBS check and barred list screening (within last 3 years)
- Verification of clinical competencies and specialist training in autism/ADHD
- Reference checks covering last 5 years including healthcare employment
- Occupational health clearance and immunisation status

Our Verification Process:

- Review and approval of agency compliance documentation
- Direct verification of professional registration status
- Identity checks on first day of assignment
- Local induction and orientation programme
- Ongoing supervision and performance monitoring
- Incident reporting and feedback to agency

Independent Contractors: Pre-Contract Requirements:

- Complete application process equivalent to permanent staff
- Enhanced DBS check and professional registration verification
- Minimum of two professional references
- Proof of professional indemnity insurance
- Occupational health assessment
- Competency assessment specific to autism/ADHD services

Contract Specifications:

- Clear scope of practice and clinical responsibilities
- Safeguarding and patient safety obligations
- Data protection and confidentiality requirements
- Supervision and support arrangements
- Performance monitoring and review processes

Ongoing Monitoring:

- Regular performance reviews and clinical supervision
- Continuous professional development requirements
- Incident reporting and investigation procedures
- Contract renewal criteria and assessment

Locum Prescribers: Additional Requirements:

- Current GMC registration with prescribing rights
- Specialist training in ADHD medication management
- Evidence of recent prescribing experience
- Knowledge of current NICE guidelines and local protocols
- Supervision arrangements with named clinical lead
- Clear protocols for medication initiation and monitoring

7. APPRENTICE RECRUITMENT

Apprentices are subject to:

- Age-appropriate recruitment process
- Enhanced safeguarding measures if under 18
- Educational establishment verification
- Parental consent where required
- Structured learning and development programme
- Regular progress monitoring and support

8. RECRUITMENT COMPLAINTS POLICY

Process:

- Complaints should be submitted in writing within 10 working days of notification
- Complaints are investigated by a senior manager not involved in the original process
- Response provided within 15 working days
- Appeals process available through our formal grievance procedure

Grounds for Complaint:

- Discrimination or unfair treatment
- Failure to follow recruitment procedures
- Inappropriate questions or assessment methods
- Lack of reasonable adjustments

9. RECORD KEEPING AND DATA PROTECTION

Documentation Requirements:

- All recruitment records retained for 12 months
- Successful candidate records transferred to personnel file
- Data processed in accordance with UK GDPR principles
- Secure storage and controlled access to sensitive information

Monitoring and Review:

- Regular analysis of recruitment data for equality and diversity
- Annual review of recruitment outcomes and processes
- Feedback collection from candidates and recruiting managers

10. TRAINING AND COMPETENCE

Recruiting Manager Requirements:

- Training in fair recruitment practices
- Understanding of equality and diversity legislation
- Knowledge of safeguarding requirements
- Regular updates on recruitment best practice

Ongoing Development:

- Annual review of recruitment training needs
- Updates on legislative changes and CQC requirements
- Sharing of best practice and lessons learned

11. QUALITY ASSURANCE

Monitoring:

- Regular audit of recruitment files and processes
- Review of recruitment metrics and outcomes
- Assessment of policy compliance and effectiveness

Continuous Improvement:

- Annual policy review and update

- Integration of feedback and lessons learned
- Alignment with CQC inspection findings and recommendations

Policy Review: This policy will be reviewed annually or following significant legislative changes, CQC feedback, or service developments.

Approval: Company Directors

Distribution: This policy is available to all staff and is published on our website.