

## **NSCM Safer Recruitment and Selection Practice**

Next Step Care Management Ltd (NSCM) safer recruitment and selection process enables us to recruit the right people suitable for working directly or indirectly with young people / adults.

Our safer recruitment practice also aims to minimise the risk of appointing someone unsuitable to a post where they will be in contact with young people / adults and could cause them harm.

Our safer recruitment practices take a holistic approach taking account of the prospective applicant's integrity and good character alongside side having the appropriate experience, qualification, and skills for the work and mentally and physically fit.

NSCM safer recruitment processes includes:

- Forward planning the whole process.
- Reviewing the job descriptions for all posts to ensure they are fit for purpose and refer to the responsibility for safeguarding and protecting young people / adults.
- Posts are advertised internally, on our website and externally.
- Application form / CV with full employment history, together with a satisfactory explanation of any gaps in employment, in writing.
- Shortlisting suitable applicants for interview through a fair and transparent process using NSCM shortlisting matrix.
- A face-to-face interview that explores the applicant's suitability to work with YP/A, suitability for the post.
- Obtaining and scrutinising information from applicants and taking up and satisfactorily resolving any gaps/discrepancies.
- Obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with young people / adults.
- Obtaining two references, one from the last employer and one of which must be from a relevant health & social care professional / organisation.
- All references will be followed and verified verbally and record on the staff file.
- Gaining an understanding of the reasons why the applicant left their previous employment or position.
- Verifying the successful applicant's identity. Through seeing photographic evidence such as a passport or driving licence and proof of address.
- Verifying that they have the right to work in the UK (where employed).
- Verifying the successful applicant's qualifications. Through seeing original qualification certificates.
- Checking the applicant's previous employment history and experience.
- Carrying out an enhanced disclosure and barring (DBS) check for roles in regulated activity.
- Staff required to sign up to the DBS update service after they take up their position.
- A copy of the DBS certificate will be held in electronically in the staff file.

- Where the DBS check reveals a criminal conviction, regional managers will discuss this with the applicant and a DBS positive result risk assessment undertaken, where the decision is taken to appoint the individual. The final decision to appoint the individual rests with the Director (Registered Person) in consultation with the Registered Service Manager.
- Where applicants will not have a specific role working with YP/A but are likely to be in contact with young people / adults in the course of their work, the safer recruitment practices still apply.
- Issuing letters confirming outcome of interviews.

The regional manager will take copies of the successful applicant's original qualification certificates, proof of address and Passport or Driving licence. Photographic evidence will be signed by the regional manager certifying it is a true likeness of the applicant.