



Recruitment and Vetting Policy and Procedure

CARERS' HANDS H C A LTD

Company Number: 12398073

Registered Office: 39 Crossley Place, Southampton, SO15 2EX

Policy Owner: Registered Manager

Policy Reviewed: June 2025

Next Review Due: June 2026

Version: 1.0

1. Purpose

To ensure safe, fair, and consistent recruitment and vetting practices at CARERS' HANDS H C A LTD that support the delivery of high-quality, person-centred care and safeguard service users.

2. Scope

This policy applies to all prospective and current employees, volunteers, and contractors of CARERS' HANDS H C A LTD.

3. Policy Statement

We are committed to recruiting individuals based on merit, suitability, and alignment with our values, while ensuring thorough vetting in line with legal and regulatory obligations.

4. Legal and Regulatory Framework

- CQC Regulation 19: Fit and Proper Persons Employed
- Health and Social Care Act 2008
- Equality Act 2010
- UK GDPR and Data Protection Act 2018
- Disclosure and Barring Service (DBS) guidance

5. Recruitment Process

- Job descriptions and person specifications clearly defined
- Transparent advertisement and equal opportunity practices
- Structured interviews with values-based questions

6. Vetting and Pre-Employment Checks

- Enhanced DBS checks for all frontline staff
- Two satisfactory references (including most recent employer)



- Right to work verification
- Identity and qualification checks
- Health declarations and risk assessments if needed

7. Induction and Probation

- All new staff receive a structured induction and Care Certificate training
- Probationary period (typically 3–6 months) with performance reviews
- Ongoing supervision to assess competency and support

8. Record Keeping and Confidentiality

- Recruitment documentation securely stored in personnel files
- Data processed in accordance with UK GDPR
- Access restricted to authorised personnel only
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9. Equal Opportunities and Fairness

- No discrimination on protected characteristics
- Reasonable adjustments made for disabled applicants
- Recruitment panels trained in fair selection

10. Review, Audit and monitoring

This policy and procedure will be monitored and reviewed at least annually, or earlier if changes in legislation, regulation, or best practice occur. Regular audits will be undertaken to ensure ongoing compliance with Care Quality Commission (CQC) requirements and the internal quality assurance framework of CARERS' HANDS H C A LTD.

For a full copy of this policy and related procedures, or to request it in an alternative format or language, please contact:

☎ **Call the Office:** 07535 8524917

✉ **Email:** carershandsagency@gmail.com

Signature and Declaration

Signed:
Chanyuka Dhlakama

Designation: Registered Manager

Date: 01/06/2025



Next Review Due: 01/06/2026