



Staff recruitment and selection

Revised April 2013

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Staff Recruitment and Selection

Care home name: The Wellbeing Residential Group

Policy Statement

This policy is intended to set out the values, principles and policies underpinning the Wellbeing Residential Group approach to recruitment and selection of its staff.

The Wellbeing Residential Group complies fully with Standard 29: Recruitment by ensuring:

- recruitment and selection procedures are based on equal opportunities
- recruitment and selection procedures focus on the protection of service users.
- stringent procedures for recruiting volunteers are followed which include CRB and POVA checks
- two written references are obtained before an appointment is confirmed
- gaps in the appointee's employment record are routinely explored,
- all new staff are confirmed in post following completion of a satisfactory CRB enhanced or standard disclosure, which, depending on the post and of Protection of Vulnerable Adults Register or NMC Register in the case of registered nurse appointments.
- staff are employed in accordance with the code of conduct and practice set by the General Social Care Council (GSCC) and are given copies of the code.
- all staff receive statements of terms and conditions.

Procedures

Job Vacancies

1. The aim of the Wellbeing Residential Group selection procedure is to ensure that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment.
2. The Wellbeing Residential Group provides its existing staff with an opportunity to indicate their interest in vacancies as they come up and to advance within the home according to their skills and experience. In general, notices of all regular, full and part-time job vacancies are posted internally as well as being advertised externally.
3. To be eligible to apply for a vacancy, an existing staff member must be performing competently in their present position and have held it long enough to make a significant contribution to the new role.
4. The Wellbeing Residential Group encourages staff members to talk with their supervisors about their career plans and supervisors are encouraged to support staff members' efforts to gain experience and advance within the organisation. This is consistent with the requirements of Standard 36: Staff Supervision.
5. An applicant's supervisor may be contacted for an account of an employee's performance, skills, and other factors relevant to any application they may make. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Selection

1. All applicants whether responding internally or externally are sent an application form and a job description. Only applications made using the proper form and received by the advertised deadline are considered.
2. Applicants are short-listed by comparing their application form with the person specification for the job.
3. All short-listed candidates are offered an interview and given details of the Wellbeing Residential Group, the position for which they have applied and the terms and conditions of employment.

Equality and Diversity Policy

1. The Wellbeing Residential Group practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion, ethnic origin, race, disability or union membership (or lack of it). All applications (and their ultimate selection or rejection) are reviewed against equality and diversity criteria.
2. All employees and applicants are required to complete a sex and ethnic origin form. Brief details of every application are recorded on the form and the reason for inviting some and not other applicants for interview are also recorded on it.

Job Interviews

1. Job interviews provide an opportunity for the Wellbeing Residential Group to get the information it needs about applicants to decide which is most suitable for the position in question.
2. Interviews are not conducted until a completed application form has been received.
3. Every attempt is made to ensure that interviews are conducted under conditions which are favourable to interviewees giving their best.
4. Interviewers must ensure that they have all the appropriate documentation before the start of the interview. The assessments made by interviewers must be formally recorded on an interview assessment form. Interviewers must not make offers of employment or suggest variations to standard terms and conditions of employment at the interview.

References

1. All offers of employment are made on condition that two satisfactory written references are obtained in respect of the applicant. If the references prove to be unsatisfactory, the offer of employment may be withdrawn without the Wellbeing Residential Group being in breach of contract.
2. Applicants should confirm in writing that their present employer may be approached for a reference.
3. If a reference is deemed unsatisfactory, the appointee should be told and given written confirmation that the offer of employment is withdrawn since the condition to which it was subject has not been fulfilled.

Criminal Records and POVA Checks

1. Before confirming someone's appointment, the Wellbeing Residential Group is required to carry out a criminal records check and a Protection of Vulnerable Adults register check. It does this by making an application to the Criminal

Records Bureau (CRB) through a Registered Provider, which countersigns a received disclosure,

2. For staff who work directly with the Wellbeing Residential Group service users in care or related roles the home must apply for an Enhanced CRB disclosure and POVA check.
3. For staff in non-care roles, who have some but not regular contact with service users in the course of their work e.g. office staff, the Wellbeing Residential Group applies for a Standard CRB disclosure.
4. The Wellbeing Residential Group however adopts the policy of seeking Enhanced CRB disclosures and POVA checks (where necessary) for all post holders, which might or not be designated as care roles, but whose work brings them into regular contact with service users or who have frequent access to their rooms and possessions.
5. The Wellbeing Residential Group is committed to following the guidance on CRB and POVA checks issued by the Commission for Social Care Inspection and reviews its policies according to any new guidance that it issues.
6. The Wellbeing Residential Group retains CRB disclosures in secure conditions observing access to records and data protection protocols like any other personal information it holds on its staff members.
7. Existing staff will have their CRB checks renewed as good practice every 3 to 5 years at no cost to the employee.
8. All new staff are expected to cover the cost of their CRB check.
9. All documentation for a CRB will be kept in the staff file, including identification proof. Evidence of the completed and successful CRB will be kept in the staff file.

Foreign Workers

1. The Wellbeing Residential Group employs foreign workers only after confirming their legal status and entitlement to work in this country and after making equivalent checks on their criminal records and fitness to work with vulnerable people.

Agency Staff

1. The Wellbeing Residential Group recognises that it is the responsibility of any employment agency who supplies staff to the Wellbeing Residential Group to have carried out all the required CRB and POVA checks. The Wellbeing Residential Group always seeks confirmation from the agency that it has carried out these checks and can verify that it has done so.

Signed: _____

Date: _____

Policy Review date: _____

Criminal Records

Scope and Purpose of Policy

This policy outlines the Wellbeing Residential Group approach to the recruitment of staff with criminal convictions, the use of criminal record checks and the storage and use of information on convictions disclosed by the Criminal Records Bureau (CRB). The policy applies to all staff groups and should be given to applicants at the outset of the recruitment process where a CRB request for disclosure of their criminal record will be required as part of the application process.

The Wellbeing Residential Group will:

1. Comply with the law and use the Criminal Records Bureau (CRB) Disclosure Service to obtain information to enable it to assess the suitability of applicants for employment in positions of trust.
2. Comply fully with the CRB code of practice and not discriminate unfairly against any subject of a CRB disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily bar an applicant from working for the Wellbeing Residential Group, as the nature of a disclosed conviction and its relevance to the post in question will be considered first.
3. Comply with the CRB code regarding the secure storage, handling, use, retention and disposal of CRB disclosures and disclosure information, and with its obligations under the Data Protection Act.

Appointments requiring a CRB disclosure

The Rehabilitation of Offenders Act 1974 provides that ex-offenders are not required to disclose to prospective employers convictions defined as spent under the Act. However, it is the Wellbeing Residential Group policy to require all applicants to disclose all criminal convictions, both spent and unspent as they will be working with vulnerable adults in positions of trust.

Employing People from Abroad

The Wellbeing Residential Group is committed to a diverse workforce and welcomes applications from all sectors of the community, including people from abroad.

It is the Wellbeing Residential Group policy to recruit the most suitable person for each vacancy, regardless of sex, race, nationality, religion or belief, age, sexual orientation or disability.

The procedure that follows should be read in conjunction with the Wellbeing Residential Group's recruitment policy and procedure.

Procedure

1. All prospective employees, whether or not from the UK, are required to provide evidence of their right to work in the UK. This requirement forms part of the Wellbeing Residential Group's standard recruitment procedure. The Wellbeing Residential Group will inform applicants of the documentation that is required at interview stage.
2. Job offers will not be confirmed until the Wellbeing Residential Group has sight of documentation that proves the applicant's right to work in the UK.
3. The Wellbeing Residential Group will require citizens from the following countries to register with the Home Office if they are successful in their applications for employment: the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.
4. The Wellbeing Residential Group will seek to obtain work permits for successful applicants who are not:
 1. European Economic Area (EEA) or Swiss nationals
 2. British citizens, or
 3. Commonwealth citizens with the right of abode only if it can be shown that there are no suitable applicants within the EEA.
5. The Wellbeing Residential Group will ensure that no overseas national whom it wishes to appoint commences employment until a work permit has been obtained.
6. The Wellbeing Residential Group reserves the right to withdraw a job offer where an application for a work permit is refused.

Giving and Receiving References

The Wellbeing Residential Group has adopted this policy on giving and receiving references for employees.

When giving a reference, the Wellbeing Residential Group is under a duty of care to ensure that what is written is accurate, factual and not misleading. For this reason, references in respect of current or former employees may only be provided by the directors either Bob Dhaliwal, Keith Pang or the Registered Manager.

It is the Wellbeing Residential Group policy to request two written references in respect of each new recruit and to make all offers of employment conditional upon those references being satisfactory to the organisation. The manager or directors will be responsible for writing the reference request letters.

Giving References - procedure

1. Although there is no legal requirement to do so, the Wellbeing Residential Group will generally agree to provide written references in respect of employees who

- are leaving, or who have previously left the Wellbeing Residential Group's employment.
2. The Wellbeing Residential Group does not permit individual line managers/senior staff to provide oral or written references in respect of any current or former employee. All requests for references must be passed promptly to the registered manager or a Director who will ensure that an accurate reference is provided in line with the Wellbeing Residential Group policy.
 3. When a reference is requested, the Wellbeing Residential Group will respond by letter, fax or e-mail. No telephone or verbal references will be given. The reference will contain only factual information, and will not state personal opinions about the employee's performance or conduct. The reference will probably include information about:
 1. the start and finish date of the employee's employment with the Wellbeing Residential Group
 2. the employee's job title or designation
 3. a brief description of the employee's key duties and level of responsibility
 4. other jobs that the employee held within the Wellbeing Residential Group prior to the job he or she held at the date of termination, and the start/and finish dates of these jobs
 5. a statement confirming the circumstances of the termination of the employee's employment, ie whether it occurred as a result of the employee's resignation, dismissal, redundancy or expiry of a fixed term contract.
 4. Only information that is known to the employee will be included in the reference.

Requesting References - procedure

1. Managers should:
 1. inform all job applicants who are interviewed that the Wellbeing Residential Group will require two written references, normally from previous employers, and that any offer of employment will be conditional on those references being satisfactory to the organisation
 2. seek the applicant's consent as to the names of at least two proposed referees.
2. Managers must on no account attempt to make enquiries about a prospective employee, whether on the telephone or otherwise. Every individual has the right to know and to be asked for his or her consent before any check is made on any aspect of his or her background.
3. When a job offer is sent out, a written request for two prospective referees to seek a reference will be sent.
4. If a reference is received which contains any negative or adverse comments about the individual, Wellbeing Residential Group will not assume that this information is accurate, nor that any information provided by the candidate was inaccurate or deliberately misleading. Instead the Wellbeing Residential Group will seek further information, either by contacting the candidate and inviting him or her to a further interview, or by seeking his or her consent to apply for further references.

Access to References under the Data Protection Act 1998

1. Where the Wellbeing Residential Group has provided a written reference on behalf of a former employee, the person will have no right of access to any copy of that document held on the Wellbeing Residential Group filing systems.
2. Where, however, the Wellbeing Residential Group holds references about a new employee or current or past job applicant in a file that have been received from another employer, then that person may have the right of access to the file under the subject access provisions of the Data Protection Act 1998.

3. Access to a received reference is dependent on whether disclosure can be made without disclosing the identity of the author of the reference.
4. The Wellbeing Residential Group will seek to disclose the reference unless there is a sound reason not to do so, i.e. if it is clear that disclosure would amount to a breach of confidentiality.
5. It is the Wellbeing Residential Group policy to allow current employees access to their personal files without charge once per year. If an employee wishes to access his or her file more than once in any 12 month period, the organisation reserves the right to levy a charge of £10.
6. Similarly, any rejected job applicant who makes a written request for access to his or her recruitment file will be charged a £10 fee.

Obtaining Medical Report

Policy Statement

The Wellbeing Residential Group will request details from medical practitioners about the state of health of employees only when that information is considered essential for employment purposes. Employees will be fully informed of their rights of access to any such reports.

Procedure

1. The decision to request a medical report about an employee is to be made by the relevant manager after consultation with the HR department.
2. The HR department will establish whether or not the provisions of the Access to Medical Reports Act 1988 and/or the Data Protection Act 1998 apply to the particular request.
3. Permission from the employee to approach the medical practitioner must be obtained in writing on the appropriate form which is available from the HR department. The manager will explain fully to the employee the reasons for the request.
4. At the time permission is sought the individual must be informed in detail of his or her rights under the Access to Medical Reports Act 1988 and/or the Data Protection Act 1998 (if appropriate). This information is contained on a separate sheet available from the HR department which should be attached to the form requesting permission for the Wellbeing Residential Group to ask for a medical report. Managers will ensure that employees' attention is clearly drawn to the information on access rights.
5. If individuals have any queries on their rights, they are to be referred to the HR department.
6. An employee who refuses to give permission for the Wellbeing Residential Group to obtain a report will be interviewed by the manager and his or her reasons explored. If the individual persists in the refusal, the manager will explain that decisions made about the person's employment may be affected by the Wellbeing Residential Group inability to obtain a report.
7. An employee who consents to the Wellbeing Residential Group applying for a medical report must complete the relevant form (retaining a copy) and also indicate on that form whether or not he or she wishes to see the report before it is released to the employer. Where necessary, the name and address of the GP or consultant must be provided.
8. The form should be returned to the relevant manager who will pass it to the HR department for action.
9. When applying to the medical practitioner for a report, the HR department will set out in as much detail as necessary, for example the main features of the individual's work and explain the reasons why the application is being made.

10. Arrangements for access (where applicable) must be made by the individual directly with the medical practitioner concerned. This should be done within 21 days of the employer's application for the report being sent.
11. If no arrangement is made within that time the practitioner may supply the report to the organisation without the further consent of the employee. Any request for access by the individual once the report has been received by the organisation should be made to the medical practitioner.
12. Where an employee who has obtained access to a medical report believes that information contained in it is inaccurate or irrelevant to the employer, he or she may ask the doctor to make amendments accordingly.
13. Once the employee has seen the report, the Wellbeing Residential Group expects the employee to give consent to it being released to the employer (and/or make representations on its contents to the practitioner) as soon as reasonably practicable.
14. When the report has been received by the Wellbeing Residential Group, further consultation will take place with the employee concerned before any decisions are made regarding the individual's employment with the organisation.
15. Where an employee refuses, having seen the report, to give consent to it being released to the Wellbeing Residential Group, the manager will interview the individual concerned. The manager will point out that the Wellbeing Residential Group would prefer to base its decision on up-to-date medical evidence but that, if such evidence is withheld, a decision will be made on the basis of such information as is available at the time.
16. The same procedure as outlined in point 15 will be followed when an employee delays unacceptably in giving consent for the employer to see the report.
17. Information acquired by the organisation on employees' health is to be treated in the strictest confidence at all times.

Signed: _____

Date: _____

Policy Review date: _____

Performance Appraisal

The Wellbeing Residential Group policy is that each member of staff will be formally appraised on an annual basis, and that an exchange of views will take place between job holders and their immediate manager/supervisor. The summary of this interview is intended to be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year.

The benefits of the appraisal in terms of improved communication and enhanced performance both for the individual and for the Wellbeing Residential Group will only be achieved by the continuous commitment of all those involved in the scheme.

The Wellbeing Residential Group appraisal scheme has been designed to:

- assist staff in performing their job to the best of their ability, maximising their job satisfaction and, naturally, their contribution to the organisation's objectives
- identify individual training needs
- highlight the potential that each individual has to develop within his or her current position or into another.

Procedure

1. Appraisal interviews will take place on an annual basis.
2. Appraisal interviews should be carried out by the job holder's immediate manager/supervisor on a one-to-one basis. Training in the appraisal process and techniques will be provided to all appraisees and appraisers prior to the first appraisal interview.
3. New employees will have a probation review in their sixth month of employment, and thereafter an annual appraisal coinciding with the Wellbeing Residential Group's scheme.
4. 1 to 2 weeks prior to the appraisal interview, managers should inform their staff informally that appraisals are due. Staff are to be given a preparation form for completion and to see the appraisal form to anticipate the types of questions to be asked.
5. The appraisal interviews should start from the director level downwards in order that communication of corporate objectives can be made more effectively.
6. All appraisal interviews should take place in private and should have no interruptions.
7. Appraisal forms will be completed by the appraiser at the end of the interview. Appraiser and appraisee should then meet to review and sign the form.

Two copies of the final form should be made and given to:

1. the appraisee
 2. the appraiser
8. The completed appraisal form and action plan must be viewed as working documents and as such be continually referred to and reviewed throughout the year.

Application of the Protection of Vulnerable Adults Register

Organisation Name: The Wellbeing Residential Group

Purpose

From July 2004 the Government is introducing an additional means of protecting vulnerable adults from abuse and neglect in care homes or in receipt of a service in their own homes by the establishment of a list of names of people who are considered to be unsuitable to work with vulnerable adults. This is called the Protection of Vulnerable Adults list (POVA). There has been a similar list of people deemed unsuitable to work with children for many years, which provides the model for this development. This is now called the Protection of Children's Act (POCA) list so that there is now additional protection for all users of care services, which is based on common aims and principles. It is possible that some people may be referred for inclusion on both lists.

The Wellbeing Residential Group is required to implement the POVA Register in one of two ways. Firstly when a person applies for employment here a search will be made to see if he or she has been placed on the POVA Register. This will be done by the Criminal Records Bureau, which has access to the Register, as part of its checking procedures. At present staff who were appointed before 26 July 2004 do not have to have to be checked against the POVA list.

Care staff, who has been appointed after 26 July 2004, will have a POVA check. Also anyone who applies for a care position from a non-care role will need to be checked against the list. Application for a check will be made by the Wellbeing Residential Group management to the Criminal Records Bureau, which will make the actual check as the POVA list is held by the Department of Health. The Wellbeing Residential Group will link up with any agencies supplying care staff as to the most effective means by which POVA checks can be undertaken.

Secondly, it has also become the Wellbeing Residential Group responsibility to apply to have a name placed on the POVA list if there is evidence that the person in question has harmed or placed at risk of being harmed one of the Wellbeing Residential Group's resident or residents. By 'harmed' is meant demonstrably ill treating a resident or subjecting a resident to one or more forms of abuse as defined in our Protection and Abuse policy. Such behaviour will make them liable to charges of misconduct, which if proven as misconduct will make the person unsuitable for further or future employment with vulnerable adults and by implication in many cases vulnerable children.

Scope of Policy

The POVA list currently applies to anyone employed in the Wellbeing Residential Group that has regular contact with a resident or residents not only as care staff but in other positions too. The Wellbeing Residential Group encourages everyone to be in contact with residents, though obviously some more than others. We have decided therefore that our policy will be an inclusive one and we will make every newly appointed staff member in any position and at any level, subject to a POVA check unless it is clear that the person will not or does not have regular contact with residents.

We have adopted this approach because it will be easier to decide who might be excluded than who should be included with reference to the idea of 'regular contact'.

The policy includes any agency or bank staff and any volunteers who work in the home from time to time and who have direct contact with residents. The checks could also apply to anyone else we employ on an occasional basis to provide a service, which

brings them into regular contact with the residents. Potentially this could refer to a number of people including our hairdresser, chiropodist, the home shop assistants and manager and the local clergy who come to take regular services. Such people will be included where they are contracted in some way to provide a service the Wellbeing Residential Group. It will not apply to individuals who are invited in by residents and relatives as visitors or under some private arrangement where they have no contract of employment with the home as such.

Features of the Policy

There is a legal requirement on the Wellbeing Residential Group management to refer someone to be placed on the POVA list, where there is evidence that the person has been guilty of misconduct by harming a resident or putting a resident at risk of being harmed during the course of their work and as a result has left the employment of the Wellbeing Residential Group.

The purpose of the POVA list is then to make sure that anyone who has been guilty of misconduct by harming residents should not be able to obtain employment elsewhere working with vulnerable adults. Being on the list will indicate their unsuitability for such employment.

Examples of how a person may be referred to the list.

1. Where the Wellbeing Residential Group dismisses someone because of misconduct, which harmed or placed at risk of harm a resident or residents.
2. Where someone employed by the Wellbeing Residential Group has resigned, retired or been made redundant but would otherwise have been dismissed because of misconduct under the POVA definition.
3. Where the person because of their conduct has been considered to have regular contact with residents but who has been transferred to a position which is not a care position. This is unlikely to be the policy in the Wellbeing Residential Group since we expect all employees to be potentially able to have regular contact with residents.
4. Where the person has been suspended or temporarily transferred to a position which is not a care position but it has not yet decided whether to dismiss him or to confirm the transfer. Again this is unlikely to be the policy in our care home.

It is also a requirement that the Wellbeing Residential Group should refer people who have left our employment, where we have evidence afterwards that they could and would have been charged with misconduct as a result of mistreating a resident or residents.

Any person facing police charges as a result of their misconduct will also be referred for inclusion on the list. It should be noted that suspension from duty as a result of an allegation of mistreatment of residents can potentially result in the person being referred for inclusion on the list, albeit as a temporary or provisional measure. Under these circumstances the Wellbeing Residential Group will act in this way if it has good grounds for believing that vulnerable adults, either in our home or elsewhere, will be put at risk without the referral being made.

What it means to be on the POVA List

Staff should not become unduly alarmed by the idea of the POVA list. It will only be used where serious misconduct has occurred and where residents are put at risk by action not being taken.

If you are included on the POVA list either as a confirmed or provisional listing you may not be offered work in a care position and of course would be unable to continue to work with the Wellbeing Residential Group having regular contact with residents.

In the unlikely event of you being confirmed on the list you will be committing a criminal offence if you seek or accept employment as a care worker that brings you into regular contact with vulnerable adults.

You will not be committing a criminal offence if you make an application for a care post but are on the list provisionally - meaning awaiting the outcome of whether you will be confirmed on the list or taken off it. However you still will not be able to take up employment as a care worker while on the list - confirmed or provisional.

If the Wellbeing Residential Group discovers any of its care workers is on the POVA list it will not be able to continue to employ them in a capacity that brings them into regular contact with residents and the person may face dismissal. This will be written into all contracts of employment made after 26 July 2004.

If you are referred to be placed on the list it does not automatically mean that you will be placed on it even provisionally. It is up to the Secretary of State to decide on the basis of the information supplied whether you should be provisionally placed on it and he may seek more information pending a decision to place you provisionally on it. The Secretary of State will also decide if you should be placed on the POCA list as well.

If placed provisionally on the list you then have 28 days to put in your reasons as to why you think you should not be confirmed on the list. You will have to put this information in writing. Before your name may be confirmed on the POVA list the Secretary of State will then need to be assured that whoever referred you, eg the Wellbeing Residential Group, reasonably considers you to be guilty of misconduct, which harmed or placed at risk of harm a vulnerable adult.

If the Secretary of State determines that your name should not be confirmed on the POVA list he will immediately remove the provisional entry from it (and from the POCA list if your name is on that too provisionally). You and the referring organisation, eg the Wellbeing Residential Group will be notified by Special Delivery+ of the decision to remove or confirm as soon as it is made.

Right of Appeal

You will be able to appeal against your inclusion on the list as a confirmed name by making application to an Appeals Tribunal. You will also be able to appeal against provisional inclusion after nine months if you still have not been confirmed. However if you are subject of any civil or criminal proceedings in connection with the allegations of misconduct you cannot apply to the Tribunal until six months after those proceedings have been completed.

How Might you get your Name Removed from the POVA List?

There are three ways that you might get your name removed once it has been confirmed.

1. You may have your name removed if you can show that there has been some mistake or a miscarriage of justice has taken place resulting in your being placed on the list.
2. You can lodge an Appeal with the Care Standards Tribunal. Beyond that you would have to appeal to the High Court.

3. You may lodge an application with the Care Standards Tribunal for to have your name removed from the list on the grounds that you are no longer unsuitable to work with vulnerable adults (this is not the same as making an appeal). You will then need to show that you are once more suitable and you would not be placing vulnerable adults at risk if you were re-employed. There are some conditions to be followed here.

If you were under the age of 18 at the time you were included on the POVA list (otherwise than provisionally) you must wait five years before applying for leave of the Tribunal. You can make only one application for leave in any five-year period. If you were over the age of 18 at the time of inclusion on the POVA list you must have been included (otherwise than provisionally) in the POVA list for a continuous period of 10 years, before applying for leave of the Tribunal. You can make only one application to be removed in each 10-year period.

Information to be Supplied with a Referral

The following provides a list of information that for example the Wellbeing Residential Group will have to provide if it is necessary to make an application for someone to be included (provisionally in the first instance) on the POVA list:

1. full name
2. date of birth
3. National Insurance Number, where known
4. last known address
5. confirmation that the individual occupied a care position
6. full details of the alleged misconduct
7. detailed explanation about how · by his misconduct · the individual harmed or placed at risk of harm a vulnerable adult
8. details of any investigations carried out to date · and their conclusions · including copies of relevant papers (including statements, notes of interviews, minutes of meetings and minutes/notes of disciplinary hearings) and details of the provider's disciplinary procedures
9. details of the action taken against the individual · has he been suspended, dismissed or transferred from a care position or other action taken
10. information on any police involvement (or the involvement of any other agency)
11. details of proposed further action · that is, dates for disciplinary hearings, timetable on further investigations etc; and any other information considered relevant to the circumstances of the alleged misconduct.

Signed: _____

Date: _____

Policy Review date: _____