

Ag Eunice Care

Safer Recruitment and Vetting Policy

Legal Entity: Nurturenest Family Care and Coaching Ltd (trading as Ag Eunice Care)

Policy No: AEC-POL-002

Version: 1.0

Owner: Director

Review: Annually or following legislative change.

1. Purpose

To ensure all workers supplied or introduced by Ag Eunice Care are recruited through a fair, consistent, lawful and safety-focused process that protects children, adults at risk, clients and the public.

2. Scope

This policy applies to directors, recruiters, administrators, temporary workers, agency workers, contractors and subcontractors involved in recruitment or deployment.

3. Recruitment Principles

Ag Eunice Care will:

- Recruit on merit using fair and transparent processes.
- Promote equality, diversity and inclusion.
- Complete appropriate pre-engagement checks before deployment.
- Never knowingly place an unsuitable individual.
- Maintain accurate recruitment records.

4. Mandatory Pre-Placement Checks

Before placement, the following will be completed where applicable:

- Identity verification
- Right to work checks
- Employment history review
- Professional references
- DBS check at the correct level where legally required
- Qualification verification
- Professional registration verification (where applicable)
- Occupational health declarations where required

- Proof of address
- Eligibility to work in the assigned role

5. Interview and Selection

Selection decisions will be based on competence, behaviour, values, safeguarding awareness, communication skills and suitability for the role. Any employment gaps or concerns will be explored and documented.

6. Safeguarding

All candidates must understand their safeguarding responsibilities. Any safeguarding concern identified during recruitment will be risk assessed and may result in withdrawal from the recruitment process.

7. Compliance Before Deployment

No worker will be placed until mandatory compliance requirements have been completed and approved. Compliance records will be monitored and renewed before expiry.

8. Ongoing Monitoring

Ag Eunice Care will monitor:

- DBS renewals (where applicable)
- Right to work status
- Professional registrations
- Mandatory training
- Client feedback
- Complaints and incidents
- Performance concerns

9. Record Keeping

Recruitment records will be stored securely in accordance with UK GDPR and the organisation's Data Protection Policy. Access is restricted to authorised personnel.

10. Responsibilities

Director: Overall accountability.

Recruitment Team: Complete recruitment and compliance checks.

Workers: Provide accurate information and maintain valid documentation.

Managers: Verify continued compliance before deployment.

11. Related Documents

- Safeguarding Policy
- Equality, Diversity & Inclusion Policy
- Health & Safety Policy
- GDPR/Data Protection Policy
- Whistleblowing Policy
- Staff Compliance Checklist
- Training Matrix

Recruitment Compliance Checklist (Appendix A)

- ☐ Identity verified
- ☐ Right to work verified
- ☐ References obtained
- ☐ Employment history reviewed
- ☐ Qualifications verified
- ☐ Professional registration verified (if applicable)
- ☐ DBS completed (where required)
- ☐ Mandatory training completed
- ☐ Induction completed
- ☐ Compliance approved before placement