

**DATED**

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## **RECRUITMENT POLICY**



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*FTA Law Limited is excluded from any liability resulting directly or indirectly from this Policy. Legal advice should be taken to ensure the Policy is tailor made to you and your business. The Policy is intended for guidance only.*

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## **1. Equal opportunities statement**

- 1.1 The Practice is committed to promoting equal opportunities in recruitment and employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

## **2. About this policy**

- 2.1 This policy sets out our approach to Recruitment.
- 2.2 This policy covers all employees, officers, home workers, casual and agency workers.
- 2.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

## **3. Who is responsible for this policy?**

- 3.1 The Practice has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, including regular review of this policy, has been delegated to the Practice Manager.
- 3.2 The Practice Manager will set appropriate standard of behaviour, lead by example, and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to recruitment.
- 3.3 If you have any questions about the content or application of this policy, you should contact the Practice Owner or Manager to request further information.
- 3.4 This policy is reviewed annually by the Practice to ensure that its provisions continue to meet the Practice's legal obligations and reflect best practice.
- 3.5 You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers

or other work-related contracts or when wearing the Practice uniform), and on work-related trips or events including social events.

#### **4. Recruitment Philosophy**

- 4.1 The Practice believes in encouraging its workforce to put the needs of the patients at the forefront of their attitude to work. The Practice works as a team to forge a united workforce focused on providing the best care and treatment to the patients. [ADAPT TO HIGHLIGHT THE PRACTICE PRINCIPLES].

#### **5. Recruitment and selection**

- 5.1 The Practice aims to ensure that no job applicant suffers discrimination.
- 5.2 Recruitment will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and with the involvement of the Practice Management Team, where possible. Our recruitment procedures should be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 5.3 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities and a copy of this policy will be made available on request.
- 5.4 Where appropriate, the Practice Owner or Manager may approve the use of lawful exemptions to recruit someone with a particular Protected Characteristic, for example, where the job can only be done by a woman. The advertisement should specify the exemption that applies.
- 5.5 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children
- 5.6 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

- 5.7 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the Practice Owner or Manager. For example:
- 5.7.1 Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
  - 5.7.2 Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
  - 5.7.3 Positive action to recruit disabled persons.
  - 5.7.4 Equal opportunities monitoring (which will not form part of the selection or decision-making process).
  - 5.7.5 Where necessary, job offers can be made conditional on a satisfactory medical check.
- 5.8 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Border Agency.
- 5.9 The Practice is committed to complying with the provision of the Care Quality Commission. Any offer of employment is made subject to the employee fulfilling these requirements which include (but are not limited to):
- 5.9.1 Satisfactory references;
  - 5.9.2 Written explanation of any gaps in employment;
  - 5.9.3 Satisfactory evidence of qualifications;
  - 5.9.4 Satisfactory evidence that the Applicant is registered (should they be required to be) with the General Dental Council;
  - 5.9.5 Have undertaken a satisfactory Disclose Barring Check; and
  - 5.9.6 Have undertaken a full and satisfactory Criminal Records Bureau Check, at enhanced level where necessary.
- 5.10 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment

procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

## **6. Disabilities**

- 6.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 6.2 If you experience difficulties at work because of your disability, you may wish to contact the Practice Manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Practice Manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.
- 6.3 We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

## **7. Disclosure and Barring Check Policy**

- 7.1 This policy applies to all staff. It therefore applies to managers, officers, directors, employees, associates, consultants, contractors, trainees, home-workers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).
- 7.2 Staff have responsibility to exceed patient expectations by providing a safe, caring, responsive, effective and well led service. To safeguard our patients, we require enhanced DBS checks on all staff that have contact with patients where their duties are of a clinical nature or they have access to patient records.
- 7.3 You are responsible for ensuring that you are aware of and comply with the requirements of this policy as well as the procedures and guidelines supporting it.
- 7.4 We use the Disclosure and Barring Service and the DBS Update Service to check a certificate for a registered applicant using the free instant status check procedure in the

DBS Employer Guide. The applicant's written permission must be obtained first using the consent form attached to this policy.

## **8. Recruitment of ex-offenders**

- 8.1 We are committed to the fair treatment staff, potential staff or users of the Practice's services, regardless of marital status, ethnicity, race, sex, gender, religion, sexual orientation, responsibilities for dependents, age, disability or offending background race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 8.2 This policy is made available to all DBS applicants at the outset of the recruitment process.
- 8.3 A DBS check is only requested after a thorough risk assessment has indicated that one is proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms/job adverts/ recruitment briefs contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- 8.4 Unless the nature of the position allows the practice to ask questions about your entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 8.5 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 8.6 We make every subject of a DBS check aware of the Code of Practice and make a copy available on request
- 8.7 We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.
- 8.8 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

## **9. GDC Standards**

- 9.1 Standard 1.9 of the GDC's Standards for Dental Teams places individual responsibility on staff to find out about laws and regulations that affect their work and follow them.
- 9.2 We endeavour to ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also endeavour to ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

## **10. Breaches of the Policy**

- 10.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 10.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.
- 10.3 There must be no victimisation or retaliation against staff and potential employees who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.