



4. Policy

4.1 It is the responsibility of Carla Blackburn to:

- | Comply with this policy and all related recruitment procedures at Tao Complex Care
- | Ensure every stage of the recruitment process is fair and complies with legislation
- | Ensure that all necessary pre-employment checks are carried out including, where applicable, temporary, secondment and agency staff as well as directors, volunteers and apprentices
- | Maintain and update knowledge in relation to recruitment and procedures
- | Ensure that recruitment is applied fairly to all, in line with the Equality Act 2010
- | Seek advice if information comes to light at any stage of the process which may impact on the employment offer
- | Ensure that any member of staff responsible for the recruitment of others has the appropriate skills, experience and knowledge to undertake this role competently
- | Ensure any conditions of employment are made clear throughout the recruitment process and successful applicants receive written terms and conditions of employment on commencement

4.2 The interview stage of the recruitment process at Tao Complex Care will assess the applicant against agreed standards and the interview will be documented. Specific attention will be given to avoiding discrimination of any kind. The recruitment framework will be achieved through values-based recruitment, as per the philosophy of care at Tao Complex Care.

4.3 Recruitment will be carried out by use of the suite of records for Tao Complex Care. These templates are available for Carla Blackburn to access for all elements of the recruitment process to ensure consistency and quality.

4.4 Tao Complex Care will have due regard and compliance with UK GDPR, data protection legislation in relation to the archiving and retention of candidate application forms and associated documentation. Tao Complex Care will gather and hold information as required in line with this legislation, taking into account the requirements of [Schedule 3 and 4 of the Health & Social Care Act 2008 \(Regulated Activities\) Regulations 2014](#).

4.5 Staff at Tao Complex Care responsible for any aspect of recruitment will have an awareness and current knowledge of the impact of the EU settlement scheme on immigration and the workforce. Resources are available within the Further Reading section of this policy.