Medicare People

HEALTHCARE STAFFING

Safer Recruitment Policy

Policy title	Safer Recruitment Policy
Organisation	Medicare People Limited
Service	Healthcare staffing
Policy owner	Managing Director
Version	2.0
Date	01/11/2026
Next review	November 2027

1. Purpose

This policy outlines Medicare People's commitment to recruiting staff and volunteers in a way that protects vulnerable individuals, ensures compliance with legal and regulatory standards, and promotes a safe and trustworthy workforce.

2. Scope

This policy applies to all recruitment activities for employees, contractors, temporary staff, and volunteers who may work with or around vulnerable adults, including Medicare beneficiaries.

3. Principles of Safer Recruitment

Medicare People is committed to:

- Recruiting individuals who are suitable to work in healthcare and support roles
- Preventing abuse, neglect, or exploitation of vulnerable individuals
- Ensuring transparency, fairness, and consistency in hiring practices
- Complying with all relevant employment and safeguarding legislation

4. Recruitment Procedures

Job Descriptions and Person Specifications

All roles will have clear job descriptions and person specifications that include safeguarding responsibilities where relevant.

Advertising and Applications

Job advertisements will reflect Medicare People's commitment to safeguarding. All applicants must complete a standardised application form.

Shortlisting and Interviews

Shortlisting will be based on objective criteria. Interviews will include questions related to safeguarding and values-based practice.

References

At least two professional references will be obtained, including one from the most recent employer. References will be verified and checked for any concerns related to conduct or safeguarding.

Background Checks

All successful candidates will undergo:

- Identity verification
- Right-to-work checks
- Enhanced DBS / AccessNI / PVG checks for roles involving direct contact with vulnerable individuals
- Qualification and employment history verification

Conditional Offers

Employment offers will be conditional upon satisfactory completion of all checks and references.

Induction and Training

New staff will receive safeguarding training as part of their induction. Ongoing training will be provided to ensure continued awareness and compliance.

5. Recordkeeping

Recruitment records, including interview notes, references, and DBS certificates, will be securely stored and retained in accordance with data protection laws.

6. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or best practice. Compliance with safer recruitment procedures will be monitored regularly.

7. Responsibility

The HR Department and designated Safeguarding Lead at Medicare People are responsible for implementing and overseeing this policy.

8. Legislation and guidance

- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Immigration, Asylum and Nationality Act 2006
- Conduct of Employment Agencies and Employment Businesses Regulations 2003
- NHS Employers check standards

Version history

Version	Summary
1.0	Original policy
2.0	1 November 2026 – restyled to the Medicare People brand, structure standardised, legal references updated