

RECRUITMENT POLICY

Recruitment Policy Statement:

The PCS Group recognises that its staff are fundamental to its success. The PCS Group therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined below, which also meet the requirements of The PCS Group [Equal Opportunities Employment Policy](#) , [the Equality Act 2010](#) and all other relevant employment legislation.

Policy Principles

- The PCS Group has a principle of open competition in its approach to recruitment.
- The PCS Group will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and The PCS Group.
- The PCS Group will follow Social Value when recruiting for positions. We will look to the wider community, local organisation assisting underprivileged individuals, employment centres, and support groups to offer opportunities to those who may otherwise not have been able to find work.
- The PCS Group will ensure that the recruitment and selection of staff is conducted in a professional, timely, and responsive manner and in compliance with current employment legislation.
- The PCS Group will provide appropriate training, development, and support to those involved in recruitment and selection activities to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- The PCS Group will promote best practices in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- All documentation relating to applicants will be treated confidentially in accordance with the [Data Protection Act \(DPA\)](#). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).
- Employees may be required to apply for an Enhanced DBS. The employee may join the Update Service to maintain the accuracy of their certificate. Continued employment will depend on the acquisition of this certificate, and the outcome of the record.
- Applicants who have lived in the UK for 5 years or less will be subject to an Overseas Police Check. The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. To complete this we apply to the relevant embassy in the UK.
- Satisfactory references regarding past employment, and or character, are required once we make an employment decision. These are checked verbally and followed up in writing; where necessary and possible. If a

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client's premises have special security requirements, we are happy to conform to their requirements and procedures.

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- Employment will be subject to Safeguarding checks, including electronic verification of documentation. The PCS Group reserves the right to withdraw offers of employment to individuals based on non-compliance with recruitment practices or failure to produce appropriate documentation prior to commencement of work.

Responsibilities

It is the responsibility of the Administration and Compliance managers to ensure this policy is up to date and correct.

It is the responsibility of the Contract Managers to ensure they maintain updated knowledge of employment procedures.

It is the responsibility of the Contract Managers to ensure all appropriate documentation is checked prior to commencement of employment.

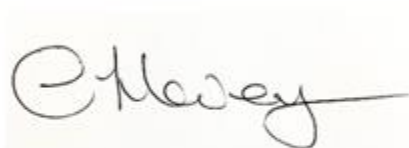
It is the responsibility of the Administration Director to confirm DBS status and notices.

It is the responsibility of the operative to provide appropriate documentation and comply with information requests.

Date

This policy was updated on 31st January 2023

The next review will be on 1st February 2024



Director



ISO 9001
ISO 14001
ISO 45001

