

Merton Mencap

**Recruitment
Policy & Procedure**

Last reviewed
January 2026

Next review
January 2027

**This policy and procedure has been adopted by Merton Mencap
through its Executive Committee which remains responsible for its review**

Merton Mencap

RECRUITMENT POLICY & PROCEDURE

1. Introduction

Staff and staff member includes Merton Mencap employees, bank workers and volunteers (including trustees).

Merton Mencap recognises that a robust recruitment process contributes directly to safeguarding children and adults at risk.

This policy and procedure sets out how the charity will recruit staff in a fair, timely and cost-effective way, while safeguarding and promoting the safety and welfare of children and adults at risk.

The recruitment experience itself reflects Merton Mencap as an organisation. It is also an opportunity to showcase the positives to anyone interested in the charity. The premise being that all candidates deserve a great recruitment experience whilst going through a fair and robust process whereby the right person for the post finds their skills, talents and aspirations recognised and appreciated.

1.1 Overview

It is key that each member involved in recruiting within Merton Mencap is both clear about who is responsible for the recruitment process at each stage, and they fully understand the requirements of their individual role in the process.

This means that those involved in any stage of the recruitment process must be capable and competent in recruitment and be able to keep personal matters confidential.

If further advice or guidance is needed, then the Chief Executive should be asked to provide further clarity.

Merton Mencap's recruitment process will

- ensure appropriate safeguarding measures are in place and applied to the recruitment process, e.g. DBS, references
- apply the most recent UK legislation on right to work checks:
This check should be carried out as soon as possible and will be explained clearly to any potential candidates.
- ensure adherence to any other legal requirement including the Equality Act (2010) <https://www.gov.uk/employer-preventing-discrimination/recruitment> to avoid any candidate being unfairly screened out as part of the recruitment process. Merton Mencap will ensure that any reasonable adjustments needed are made where there is a requirement to do so when highlighted by any potential candidates
- be exact on taking comprehensive written notes taken at each stage of the process which are objective observations solely on what has been demonstrated by the candidate.
- ensure the appropriate processing, recording and maintain of candidate's data is processed in line with the charity's data protection and privacy policies
- ensure that, during any visits to the charity's premises and activities as part of the recruitment process, all health & safety policies are followed
- maintain the confidentiality of the candidate at all stages of the process and thereafter.

2. Policy statement

Merton Mencap is committed to treating people fairly at all stages of recruitment and selection for paid staff and volunteers, and recognises the provisions set out in the Equality Act 2010. Merton Mencap will not treat people less favourably due a *protected characteristic* which includes:

- age
- disability
- gender reassignment
- marriage and civil partnership (including marital status)
- pregnancy and maternity
- race
- sex
- religion or belief (including lack of belief)
- sexual orientation

Merton Mencap will not treat people less favourably because of the fixed term nature of their contract of employment, or the part time nature of their hours or on the

grounds of trade union membership. Merton Mencap also recognises the Equality Act provides protection against discrimination by association, ie for people who are discriminated against because someone close to them falls under the definition of one of the protected characteristics, above.

3. *Disability Confident Employer*

Merton Mencap is holds the Disability Confident Employer symbol. This reflects Merton Mencap's commitment to treating people fairly, including when recruiting paid staff.

4. *Recruitment, selection and appointment*

4.1. *Vacancies*

Paid positions

1) The occurrence of a vacancy is an opportunity for the charity to review the necessity for the post and its duties, responsibilities and grade.

2) As a new vacancy arises, consideration will be given, prior to advertising, to any staff for whom redeployment is being sought, due to redundancy or disability. Those returning from maternity leave, where their job no longer exists, will have priority over all other employees when allocating jobs.

Voluntary positions

Merton Mencap may seek volunteers to support the charity's business, for example, by being a volunteer trustee of the Executive Committee.

4.2. *Job/role descriptions and person specifications*

Paid positions

1) A job description and person specification will be in place before any recruitment steps are taken.

2) The job description will include (where known):-

- the job title and salary/pay details of the post
- the location of the post
- the title of the line manager to whom the postholder will be responsible
- details of any posts reporting to the postholder
- the main purpose of the post
- the main duties and responsibilities of the post
- any special working conditions (e.g. evening or weekend work)

- any indication that the postholder may be required to carry out any other duties within the broad scope and purpose of the job, as requested by the line manager
- a requirement for applicants to be committed to Merton Mencap's policies and procedures

3) The person specification will include the skills, experience and knowledge required to do the job, specifying which are essential and which are desirable.

The person specification will be specific, related to the job, and not unnecessarily restrictive – for example, only qualifications strictly needed to do the job will be specified. Where qualifications are deemed essential, these will reflect the minimum requirements necessary to carry out the job to an acceptable standard.

Included in all person specifications will be a requirement for applicants to demonstrate a commitment to

- safeguarding and to keeping children and/or adults at risk safe
- excellent health and safety practice
- equal opportunities and diversity
- confidentiality

4) The *Equalities Act 2010* will be referred to in cases when physical requirements are included in the person specification. Any physical requirement will be stated in terms of the job that needs to be done. For example, a job which requires the postholder to work at several premises may say, 'must be able to travel to a number of different locations within a particular time frame' rather than 'must be a car owner/driver'.

Voluntary positions

1) A role description and person specification will be in place for voluntary positions.

2) The role description will include (where known):-

- the title and location of the voluntary position
- the duration of the voluntary position
- the details of the person who the volunteer will be responsible to
- the main purpose of the voluntary position
- any special conditions (e.g. a requirement for availability during the evening or weekend)
- a requirement for volunteers to be committed to Merton Mencap's policies and procedures

3) The person specification will include any skills, experience or knowledge necessary for the volunteer to carry out the role. Included in all person specifications will be a requirement for applicants to demonstrate through an evidence-based interview process a commitment to

- safeguarding and to keeping children and/or adults at risk safe
- excellent health and safety practice and apply it consistently
- equal opportunities and diversity through their behaviour towards others regardless of background
- confidentiality

4.3 Right to work in the UK

In all cases, the charity has a legal obligation to ensure that any new employees have the right to work in the UK and we will check an applicant's original documents before employing them. To ensure that the charity does not go through the interview process and then discover they don't have the legal right to work in the UK, we will conduct this check as part of their initial application. See appendix 1

4.4 Publicising the vacancy

Paid positions

1) Posts will be advertised internally and externally, unless the post has been designated as particularly suitable for a person for whom the charity is seeking redeployment. In the case of short-term or fixed-term vacancies, such as cover for sickness absence or maternity leave or for a short-term project or service, the charity may not advertise the vacancy but, instead, may seek to appoint a current member of staff or organise cover with an agency worker.

2) In exceptional circumstances, the charity may make an appointment without advertising the vacant position. In such cases, there should be clear reasons for making such an appointment (e.g. to ensure continuity of service), and the matter will have been agreed by the Chief Executive or Chair of Trustees.

3) A closing date of at least 2 weeks will be applied following placement of the advertisement. All advertisements will include:

- brief information about Merton Mencap, the address and registered charity details
- the job title, salary and grade of the post
- the location of the post
- a main purpose of the post
- any special working conditions
- information that the post is subject to a clear enhanced DBS disclosure, conducted by Merton Mencap
- the closing date
- the interview date(s), if this has been set
- details of how to obtain an information pack and apply for the post
- Disability kite mark

4) Applicants will have the choice to request an application pack by telephone, email or by downloading directly from the Merton Mencap website.

The application pack will include:

- the Merton Mencap application form, DBS Self-Disclosure Form
- guidance notes
- the job description and person specification of the post

The application pack may also include further information relevant to the particular post, e.g. an organisational structure chart.

Voluntary positions

1) Depending on the nature of the voluntary position, it may be necessary to advertise the role, for example, for a Chair of Trustees. In other cases, voluntary positions may not be advertised but may be created in response to an approach from an individual wishing to volunteer or our contact with a prospective volunteer.

2) In cases where Merton Mencap feels it is necessary to advertise a voluntary position, the advertisement will include:

- brief information about Merton Mencap, the address and registered charity details
- the title, main purpose and location of the voluntary position
- the duration of the voluntary position
- any special conditions (e.g. a requirement for availability during the evening or weekend)
- information that the post is subject to a clear enhanced DBS disclosure, conducted by Merton Mencap
- the closing date (if any)
- the interview date(s) (if this has been set)
- details of how to obtain an information pack and apply for the voluntary position

3) People interested in volunteering for Merton Mencap, whether responding to an advertisement for a volunteer or otherwise, will be required to complete a Merton Mencap Volunteer application form, and DBS self-disclosure.

4.5 Processing applications

Paid positions

1) Merton Mencap will take care to process applications in the same way and will provide all applicants with the same opportunities during the application process. The confidentiality of applicants will be observed and respected by all Merton Mencap staff involved in the recruitment process.

2) The senior person involved with the recruitment process is responsible for identifying staff who will be involved in the shortlisting, interview and selection process which, at each stage, is usually formed of at least two people.

3) After the closing date has passed, applicants will be individually assessed using the criteria included in the person specification to determine whether applicants have demonstrated the essential requirements of the job. Shortlisting decisions will be based on whether the applicant has met the requirements of the person specification, and will be recorded on the relevant short-listing form.

4) Original application forms from all applicants, together with completed shortlisting forms, showing reasons for shortlisting or rejection, will be retained securely in the Merton Mencap office during the recruitment process. Applicants who are not shortlisted for interview will be formally notified in writing (email or letter).

Voluntary positions

1) Applications for volunteering will usually be managed by the relevant member of staff responsible for recruiting volunteers. The applicant will be invited to discuss the matter further with the relevant person at an interview or meeting.

4.6 Arrangements for interviews

Paid positions and voluntary positions

The most senior person involved in recruitment is responsible for identifying who at Merton Mencap will conduct the interviews (ie the *interview panel*). Where possible, the panel should include a service user of the service or activity to which the vacancy relates to be on the interview panel.

Interviews will be scheduled as soon after the closing date as reasonably possible. In order to schedule interviews, applicants may be contacted to discuss interview times but a written confirmation of all interviews, either by posted letter or email, will be sent to shortlisted applicants which will include:

- the date, time and location of their interview
- a request that they contact Merton Mencap if they require any special requirements in relation to the interview, such as access to the premises, a quiet room, large print application form etc, or any other need related to their declared a disability
- if appropriate, details of any test or preparation they are required to do, or anything they should bring with them (e.g. proof of their right to work in the UK, qualification, training certificate)

4.7 Interviewing

Paid positions and voluntary positions

1) The structure of interviews will be decided by the interview panel in advance, by determining which areas of questioning are necessary to cover relevant aspects of the person specification and job/role description. Care will be taken to avoid question overlap or repetition. Interview questions will aim to seek evidence of how the applicant meets the criteria on the person specification.

2) All interviews for paid positions will include Merton Mencap's standard questions relating to safeguarding, health and safety and equal opportunities & diversity and confidentiality

3) The panel will discuss the following with each applicant, asking for evidence wherever possible for them to demonstrate an understanding and appreciation of:

- The charity's commitment to safeguarding children and adults at risk and to providing safe services and activities
- The charity's commitment to providing staff with an induction, appropriate training (including health and safety and safeguarding) and to providing all staff and volunteers details of Merton Mencap's policies and procedures
- The charity's commitment to equal opportunities and to supporting people with a disability

4) The same areas of questioning will be covered with all applicants. The interview panel will take care to avoid questions which could be construed as discriminatory or inappropriate, e.g. questions about personal circumstances which are unrelated to the job.

5) Merton Mencap recognises that interview panels are accountable for their recruitment decisions. Interview notes will be made by panel members to ensure an informed decision is made based on the content of the interviews. Such notes will relate to how candidates demonstrate their knowledge, skills, and experience in relation to the person specification, which will be recorded on the relevant form. Interview panels should bear in mind that such notes may be required to be disclosed.

6) Merton Mencap recognises that, under the *Equality Act 2010*, it is unlawful to ask any applicant about their health or disability unless and until the applicant has been offered a position. Merton Mencap recognises that questions about previous sickness absence also count as questions about health and disability under the Act and will not be asked or discussed unless the applicant raises the matter. Therefore, the interview panel will not ask questions of this nature unless specific circumstances apply, as follows:-

- to determine whether any reasonable adjustments need to be made to enable a disabled person to participate in an assessment during the recruitment process
- to establish whether the applicant can take part in an assessment to determine their suitability for the job (e.g. an assessment to test computer skills for an office job)
- to find out whether a job applicant would be able to undertake a function that is intrinsic to the job
- to support “positive action” in employment for disabled people
- if there is an occupational requirement for the person to be disabled

7) If a disabled candidate best meets the person specification, the Chief Executive/ Trustees will consider any adjustments which need to be made to accommodate the needs of the person in question. If the Chief Executive considers the adaptations needed would not be deemed to be reasonable under the *Equality Act 2010*, the Chief Executive will explain in writing to the applicant why the adaptations cannot be made. Reasons for not making adjustments to the working environment must be both material and substantial, and will be documented by the Chief Executive.

4.8 Interview decisions and feedback to applicants

Paid positions and voluntary positions

1) The interview panel will make recruitment decisions based on the information stated on the application form, the outcome of the interview and any selection tests relating to the requirements of the person specification. Following the interviews, the interview panel may either decide to shortlist further and arrange another interview/meeting with the applicant(s), or appoint an applicant or make no appointment.

2) The interview panel will use the scoring system stated on the relevant interview form to measure the competency of the applicant in relation to each question. When the interview has finished and the applicant has left, the panel will discuss the answers the applicant has provided and agree a score for each answer, calculating a total score for all answers. Applicants cannot usually be appointed or shortlisted further unless their total score exceeds 66% of the total score available. Providing this is the case, applicants with the highest score will be appointed or, in some cases, shortlisted further.

3) In the case of unsuccessful applicants, the original application form, the interview form and any other notes from interview panel members are managed as set out in the relevant privacy policy. Unsuccessful applicants will receive a letter to advise them of the decision. If the applicant requests further feedback, the Chief Executive will ensure that any feedback is specific to the information recorded on the interview forms.

4) In the case of a successful appointment, the manager will contact the applicant to advise them of the offer of paid or voluntary work, subject to a clear enhanced DBS disclosure and two satisfactory references. The original application form, the

interview form and any other notes from the interview panel members are collated in kept in the applicant's personnel file.

5) Interview proceedings are confidential and members of the interview panel are only permitted to divulge the recruitment decision reached once the appointee has accepted the post.

6) As stated on the Merton Mencap application form, references will be sought in confidence, once the applicant has provided permission to seek them. Offers of employment will be conditional based on the outcome of reference checks. In the case of paid positions, one referee should have experience of the applicant's work, education or training, for example a current or their most recent previous employer.

5. Recruiting to a post requiring a DBS (Disclosure and Barring Service) disclosure

Paid positions and voluntary positions

1) It is the policy of Merton Mencap to enhanced DBS disclosures for all Merton Mencap paid staff and volunteers. It is also the policy to renew Merton Mencap DBS disclosures every three years. DBS disclosures are processed through Royal Mencap Society (RMS) to which Merton Mencap is affiliated except for agency staff for which the agency will provide DBS confirmation.

2) DBS disclosures can only be administered by a nominated person at Merton Mencap.

3) The nominated person at Merton Mencap will verify the identity of the individual requiring the DBS disclosure by requesting to see the required original documents, in the presence of the individual. The nominated person is responsible for ensuring the correct completion of the DBS application form, which is then passed to RMS for processing.

4) Merton Mencap will keep a record of all DBS disclosures processed and received, which ensures a clear reference of the DBS status. This record will show the name of individual, the date the DBS disclosure was sent and clearance received, date of renewal and DBS certificate number. This DBS record is part of Merton Mencap's *Single Central Record*.

5) At the time of writing, Merton Mencap acknowledges that *The Safeguarding Vulnerable Groups Act 2006* is referred to as setting out a framework for the scope and operation of the vetting and barring scheme.

Merton Mencap recognises, under these regulations, that it is unlawful to employ a person in a paid capacity or as a volunteer, who has been barred by the *Independent Safeguarding Authority* (ISA) from working with children or vulnerable adults. Merton Mencap also recognises it is unlawful for a person who is barred by the ISA to work or volunteer, or to try to work or volunteer, with children or adults at risk.

Therefore, in agreement with Royal Mencap Society, Merton Mencap will conduct *enhanced* DBS disclosures, as opposed to *standard* DBS disclosures, for all staff and volunteers working with children and adults at risk, for the following reasons:-

- an enhanced DBS disclosure includes a check against the *Independent Safeguarding Authority* (ISA) *barred list*, which contains information about people barred from working with children and adults at risk (as formally contained in the POCA (*Protection of Children Act*) and POVA (*Protection of Vulnerable Adults*))
- an enhanced DBS disclosure includes a check to *list 99*, which contains information held about people barred from working with children by the Department of Education and Skills
- an enhanced DBS disclosure includes *additional* checks carried out by the police which may be relevant – e.g. an investigation which has not led to a criminal conviction

6) Merton Mencap acknowledges its responsibility to advise the DBS in the following cases:-

- if Merton Mencap dismisses or removes a member of staff because they have harmed a child or vulnerable adult or there is a risk of harm, or Merton Mencap would have done so if that person had not left
- while processing an enhanced DBS disclosure, Merton Mencap is made aware of a person who is barred by the ISA from working with children or vulnerable adults, and this person has applied to work or volunteer with those groups at Merton Mencap

7) The exception to clause 6 (1st bullet), above, is in the event that the applicant (new or current employee/volunteer) has subscribed to the Update Service of the Disclosure and Barring Service. This service allows the individual's DBS certificate to be kept updated and can be viewed by organisations, with the applicant's consent.

In cases where an applicant has subscribed to the Update Service, Merton Mencap will undertake an on-line check of the status of the applicant's DBS certificate, subject to the applicant's written consent and the correct DBS reference number, which will be kept on file. In this instance, providing Merton Mencap receives proof of the applicant's identity, their DBS certificate is transferable and can be accepted in place of a new DBS certificate.

6. Starting employment without a DBS disclosure

Paid positions and voluntary positions

All offers of work, whether in paid or voluntary, are to be made as conditional offers as they are subject to an enhanced DBS disclosure (or verification of DBS certificate through the DBS Update Service) and two satisfactory references. In exceptional circumstances, the Chief Executive may decide that an applicant may start work before a Merton Mencap enhanced DBS disclosure is received.

In such cases, the Chief Executive will ensure the following:-

- the applicant has completed the relevant Merton Mencap application form, including the equal opportunities monitoring form and DBS self-disclosure form
- the applicant has completed a Merton Mencap DBS application form, the appropriate identification documents have been checked and verified by the nominated person at Merton Mencap and this DBS application form has been passed to RMS for processing an enhanced DBS disclosure
- two satisfactory references have been received
- the applicant signs the relevant Annual Staff Declaration Form which is completed annually thereafter
- the applicant has access to Merton Mencap's policies and procedures and the applicant signs the Staff Code of Conduct
- a senior manager at Merton Mencap has completed a risk assessment to show the control measures in place to ensure the applicant will not have any unsupervised access to children and vulnerable adults
- the line manager of the applicant and relevant staff are made aware of the situation

7. Probationary period

Paid positions and voluntary positions

All paid staff and volunteers working for Merton Mencap are subject to a probationary period (paid positions) or trial period (voluntary positions), the nature of which depends upon the circumstances of each arrangement and will be notified to individuals at the time of recruitment.

8. Induction and training

Paid positions and voluntary positions

All paid staff and volunteers working for Merton Mencap will be provided with an induction and training relevant to their role, which will include health and safety and safeguarding matters and the use of the policies and procedures in these areas.

9. Cautions or convictions disclosed on DBS self-disclosure form, Annual (employee/ volunteer) Declaration form, or at any other time

Paid positions and voluntary positions

1) If a new or existing member of paid staff or volunteer discloses a caution or offence, either when completing the DBS self-disclosure, annual staff/volunteer declaration form or at any other time, the Chief Executive will investigate the matter. The Chief Executive will discuss the matter with the member of paid staff or volunteer concerned and may process an enhanced DBS disclosure to obtain further

information (irrespective of whether the person has subscribed to the DBS Update Service).

2) In the case of an existing member of paid staff or volunteer, the Chief Executive and the board of trustees may feel it is necessary to suspend the member of staff from working for Merton Mencap while the Chief Executive investigates the matter fully. Regardless of whether the matter relates to a caution or conviction, the Chief Executive will follow the procedures stated in section 13, below, *Factors to consider when making a decision*.

10. DBS disclosures showing offences

Paid positions and voluntary positions

1) If a DBS disclosure reveals any information, the Chief Executive will first check whether the individual has previously disclosed details of any cautions or convictions on, for example, the application form or DBS self-disclosure form. The Chief Executive will discuss the information disclosed with the individual to confirm that they acknowledge the caution or conviction disclosed relates to them. Merton Mencap recognises that existing employees and volunteers have the right to be accompanied by either a Trade Union representative or work colleague at this meeting.

2) If the individual has not disclosed the caution or conviction, for example on an application form or DBS self-disclosure form, in the case of an existing employee or volunteer, to their manager soon after the offence took place, the Chief Executive will ascertain why the individual has not done so. The Chief Executive will be concerned about any applicant or employee who has failed to provide information regarding cautions or convictions when they were required to do so or has provided false information.

3) If an individual denies that the convictions relate to them a further investigation must take place. This must be done by the individual, who should contact the DBS directly and advise them that there is a dispute on the evidence submitted. The DBS will then undertake an investigation.

11. Additional information

Paid positions and voluntary positions

There may be occasions when *additional information* is supplied to Merton Mencap with the DBS disclosure information. This additional information may reflect concerns held by the police regarding an individual, which has not been proven or is currently under investigation, and these details are given entirely at the discretion of the Chief Police Officer. The Chief Executive will ensure that this additional information is treated with care when considering a decision about progressing with an appointment or furthering an employment contract.

Merton Mencap recognises that any *additional information* does not appear in the individual's DBS disclosure information and will **not** be revealed to the individual by Merton Mencap under any circumstances. Merton Mencap understands that it is a criminal offence to do so.

12. Factors to consider when making a decision

1) If it is established that the caution(s) or conviction(s) relates to an individual, the Chief Executive will explore with them the circumstances surrounding the offence(s) and when they took place. An individual's criminal record will be assessed in relation to the tasks they will be required to perform and the circumstances in which the work is to be carried out.

2) The Chief Executive will consider the following factors when making a decision:

- The circumstances leading up to the incident e.g. the influence of financial or domestic circumstances
- Whether the individual's circumstances have changed since the offence was committed, making re-offending less likely
- The degree of intent on behalf of the individual
- The damage caused
- Repeat offences i.e. was the offence a one-off or part of a history of offending
- The length of time since the offence took place
- The nature of the job i.e. does the nature of the job present any opportunities for the individual to re-offend in the course of their work
- The degree of risk that the offence suggests that the individual represents
- The extent of job supervision i.e. does the job involve one-to-one contact with children or other vulnerable groups and what level of supervision will the individual receive
- An individual's attempt to avoid re-offending
- The degree of remorse, or otherwise, expressed by the individual and their motivation to change
- Whether the offence has subsequently been decriminalised by Parliament
- Whether the conviction has previously been considered by the organisation and the individual has been cleared for employment, and this is already noted on the individual's personal file
- Whether the convictions/cautions/reprimand was disclosed on the application form/CRB self-disclosure form (or to the line manager for existing employees and volunteers) and if not, whether the reason given by the individual is acceptable to the line manager

3) The fact that an individual has a caution or conviction would not necessarily prevent them from taking up or continuing in a paid or voluntary capacity with the charity, although the Chief Executive will give serious consideration to the information that has been received before a decision is made. In reaching that decision, the Chief Executive will consider the above factors and whether there is a possibility of further incidents taking place, together with the possible implications, if any, for Merton Mencap employing the individual. An offer of employment or

volunteering can only be withdrawn after the contents of the disclosure have been discussed with the individual.

Merton Mencap will not offer a paid or voluntary position to anyone who has attempted to conceal or cover up a conviction or caution, or who is untruthful or inconsistent when offering reasons for not disclosing a prior conviction or caution.

4) All decisions about employing an individual with previous cautions or convictions should be made jointly by the Chief Executive and board of trustees and will be communicated to the individual in writing.

13. Handling and storage of disclosure information

Paid positions and voluntary positions

1) Recipients of disclosure information (including the Chief Executive, nominated person(s) and Office Manager) will ensure that disclosure information is not passed to persons not authorised to receive it, as unauthorised disclosure is an offence under section 124 of the Police Act.

2) The Chief Executive is responsible for ensuring that disclosures and the information they contain are securely stored and available only to those who need to have access in the course of their duties. These will be stored securely in the Merton Mencap office. Disclosures and records of disclosure information will not be kept or longer than is required for the particular purpose, as the DBS advises.

14. Independent Safeguarding Authority/Vetting and Barring Scheme

Paid positions and voluntary positions

Merton Mencap will review its recruitment, selection and vetting procedures as legislation is updated.

15. Exit interviews

Paid positions and voluntary positions

Merton Mencap may offer leavers the opportunity to have an exit interview.

Appendix 1

To verify the candidate's identity, the Home Office has produced a list of suitable documents as well as guidance on what copies to keep and for how long.

The link contains the latest Employer's guidance on carrying out right to work checks, effective from 6 April 2022.

Audit Guidance

Check	Evidence
Do all our job vacancies include the information set out in section 4.3 above?	Ask to see copies of recent job adverts. Ask senior staff what should be included in job adverts.
Is the short-listing of candidates being completed fairly?	Check recent short-listing records. Speak to staff who recruit – check if they are dealing with people fairly.
Are interviews being conducted properly? Are service users included on interview panels? Are interview questions appropriate? Are recruitment decisions made fairly?	Check interview notes from recent interviews. Speak to senior staff about practice.
Do all staff/volunteers have an up-to-date DBS certificate?	See Single Central Record at the office. Ask CEO how renewals are done every 3 years.
Are offers of employment made subject to DBS certificates and references?	See copies of job offer letters. Look at personnel files to check 2 references on file. Speak to senior staff and check their knowledge of job offers
Are recruitment/staff/volunteer records stored securely?	Check paper copies are in locked cabinet. Check with details can be accessed by all staff.
Are exit interviews taking place and, if so, why are people leaving?	Ask CEO for exit interview copies. Check reasons why staff are leaving. Are exit interviews being included on CEO report to Executive Committee?