MARICE RECRUITMENT AGENCY LTD
EMPOWERING CARE, SUPPORTING OPERATIONS, ENSURING EXCELLENCE.

Safer Recruitment Policy

Policy Control Information

Item	Details
Policy Title	Safer Recruitment Policy
Policy Reference	MRA-POL-005
Policy Owner	MRA Ltd
Designated Lead	Operations Managers
Version	0.2 edt
Approved By	Managing Director
Issue Date	25/11/2026
Review Date	Annually, and after any change in the law, a serious incident or an audit finding

1. Policy Statement

Marice Recruitment Agency Ltd ("the company") recruits and supplies only people who are suitable, qualified and safe for the work they will do. Recruitment is fair, lawful and thorough, and is designed to keep unsuitable people away from adults at risk, children and the public.

This policy is based on:

- Conduct of Employment Agencies and Employment Businesses Regulations 2003, regulations 19 to 22
- Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006 (right to work)
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Modern Slavery Act 2015

Where the company supplies workers to clients registered with the Care Quality Commission, its checks are designed to meet the information those clients need under regulation 19 and Schedule 3 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

2. Purpose

To make sure that every required check is completed and recorded before a worker starts any assignment, and that the checks match the risks of the role.

3. Scope

This policy applies to every worker the company supplies or introduces in Healthcare Staffing, Warehouse, Logistics and Cleaning Services, and to the recruitment of the company's own internal staff.

4. Checks Before Any Placement

These checks apply to every worker in every sector:

- Identity, with photo identification and proof of address
- Right to work in the UK, through a Home Office online check, an approved digital identity check or a manual document check as Home Office guidance allows, with a dated copy kept
- Confirmation of the worker's experience, training and qualifications for the role, and that they are willing to do it
- Full employment history, with gaps explained in writing
- Two references, at least one from the most recent employer
- A signed declaration of any matter that could affect their suitability

5. Extra Checks by Sector

Sector	Extra checks before placement
Healthcare Staffing	Enhanced DBS with Adult Barred List check, and Children's Barred List check where the role involves children. Nursing and Midwifery Council PIN check for Registered Nurses and Registered Mental Health Nurses. Health declaration and fitness to work. Evidence of mandatory training (see MRA-POL-013). Written gap explanations for the full employment history
Warehouse	Forklift or other equipment certificates from an accredited provider where the role needs them. Any DBS level the client's contract requires
Logistics	Driving licence check of entitlement, endorsements and disqualifications, repeated at least every six months while on assignment. Any DBS level the client's contract requires
Cleaning Services	Enhanced DBS with the relevant Barred List check for roles in schools, healthcare settings or other regulated activity. Any DBS level the client's contract requires for other sites

References for workers going to roles with adults at risk or children must be taken up directly from the referee, and at least one must come from the most recent employer in a care or similar role, where there is one.

6. Interviews

Every worker is interviewed, in person or by video, against the requirements of the role. For healthcare and other roles involving adults at risk or children, the interview includes questions on safeguarding. Original identity documents are checked against the person at interview or through an approved digital check.

7. Starting Before Checks Are Complete

No worker is placed in regulated activity until the enhanced DBS and barred list checks are back. The only exception is where a client agrees in writing to a start on a DBS Adult First check while the full certificate is awaited. In that case the Recruitment Manager completes a written risk assessment, the client confirms the worker will be supervised at all times, and the Designated Safeguarding Lead approves it before the start.

8. Information Given to Clients

Before a worker starts, the company gives the client written confirmation of the worker's identity, right to work, DBS level, qualifications and training, and that references have been received, in line with the Conduct Regulations 2003. Copies of documents are shared only where the client needs them and data protection law allows.

9. Ongoing Checks

- Right to work expiry dates are tracked and repeat checks done before the expiry date
- Workers are asked to subscribe to the DBS Update Service where possible, and status checks are made at least every year
- Professional registration is checked again before it is due to lapse
- Workers must tell the company straight away about any caution, conviction, investigation or change in their right to work

10. Fairness and Equality

A criminal record does not automatically stop someone working with the company. Each case is judged on its relevance to the role, in line with the Equality, Diversity and Inclusion Policy (MRA-POL-011) and the law on spent convictions.

11. Governance, Monitoring and Audit

The Recruitment Manager is responsible for this policy day to day. The HR Manager audits a sample of worker files every quarter against the checks in sections 4 and 5, and reports findings to the Managing Director, who holds overall accountability.

12. Review

This policy is reviewed every year, and after any change in the law, a client audit finding or a recruitment-related incident.