

## **Recruitment Responsibilities for DAMs**

<b>Version</b>	2
<b>B.S.M. approval date</b>	August 2020
<b>Rationale</b>	This document has been developed to give guidance to District Admin Managers regarding their Social Worker recruitment paperwork responsibilities.
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<b>Target audience</b>	District Admin Managers

Recruitment has become a large part of our job role and with this in mind, the Social Work Spreadsheet has been altered in order to make it easier to track the process and identify outstanding paperwork.

The new spreadsheet is called Social Work Appointments by Office and each office/department has its own separate tab. It is the DAM's responsibility for that Office/department to check every day to see if there are any new additions and to chase all outstanding paperwork.

Recruitment notifications come in from a range of sources; HR, Team Managers, BSMs, etc. If you are notified directly of new recruits, enter the name, job title, date employment offered (month and year will suffice) and who was on the interview panel.

DBS links should be sent out immediately to the prospective employee, please see the script below for the standard email.

*Congratulations on your successful application with  
Northumberland County Council.*

*In order to progress your recruitment, you are required to have  
an up to date DBS certificate. If you are registered with the DBS  
update service you will need to provide me with your full name  
as it appears on your certificate, your date of birth and certificate  
number otherwise, please click the link  
<https://disclosure.capitarvs.co.uk/nereo/> and follow the  
instructions in order to start your DBS application.  
Username: NCCCSC  
Password: NCC*

*Once you have completed your online application, please contact me to arrange a date to check your ID documents. I have attached a list of documents that will be accepted.*

*I'd also be grateful if you would complete the attached criminal records declaration and return it to me.*

You will be able to see if they have completed their DBS application by logging on to <https://disclosure.capitarvs.co.uk/nereo/> and checking to see who's ID check is outstanding. If their name is there and they haven't contacted you, you must chase them for a date for them to have their ID checked.

When completing the ID check, you should be able to complete the Asylum and Immigration document at the same time using the same ID documentation and also ask for copies of their qualifications. All paperwork must be uploaded into folders which you create in the shared Recruitment Folder, then forwarded to HR for their records. The folders for your offices should be created in Locality Employee Documents Folder which I have shared with you all.

HCPC registration has now been replaced by Social Work England <https://www.socialworkengland.org.uk/>. Screenshots of the correct record are acceptable and should be copied to an individual's folder and send to HR.

Health clearance and references are requested by HR, it is up to you to regularly chase HR to ensure that you are made aware when these are received. When references are forwarded onto you, you must contact the referee to verify that they did send the reference, and then get an interview panel member to sign the reference if they are satisfied.

Everytime a piece of paperwork is completed/received the Social Work Appointments by Office spreadsheet must be updated so that there is an accurate record of the status of each individual.

Every column on the spreadsheet should be completed, with dates that equipment and logins were requested being recorded in the appropriate cell.

If an applicant is already employed by NCC you must do an Amend User Form for IT and also inform the Learning Together Team that they have changed job roles.

**Internal applicants** are not required to complete an Immigration and Asylum Form, provide copies of qualifications or be subject to a Social Worker registration check (old HCPC) as all of this information will already be on file. They should only complete a new DBS application and Criminal Records Declaration ONLY if their existing DBS certificate is more than 3 years old. A new health clearance may be required depending upon the change of post, please check with HR on an individual case basis to see if it needs completing. If they have completed a Shortened Application form then only one reference is required.

Only when all paperwork is complete can the applicant be given a confirmed start date. You must then complete the New Employee or Change of position form, both of which are found in the Human Resources tab on the intranet home page.

It is imperative that Recruitment is made a priority within your office as delays in appointments have negative impacts on caseloads, performance data and staff morale.