



Apple Tree Farm Services CIC

Staff Recruitment Policy

Apple Tree Farm uses thorough and rigorous recruitment and selection processes focussed on making sure that only people who have the appropriate skills and knowledge, and who are suitable to provide social care, can enter our workforce.



Before confirming appointments, Apple Tree Farm checks criminal records, relevant registers, and indexes through the Enhanced Criminal Records Bureau Disclosure Service procedure; we offer POVA (Protection of Vulnerable Adults) training if deemed necessary; and assess whether people can carry out the duties of the job they have been selected for.

Apple Tree Farm seeks and provides reliable references for all staff members.

Apple Tree Farm provides staff with clear information about their roles and responsibilities, and the organisational policies and procedures they must follow in their work.

Apple Tree Farm continually manages the performance of staff, as well as the organisation, to ensure high quality services and care.

Apple Tree Farm is committed to:

- Providing continuous support towards staff development to ensure its service users and staff are benefitting from their engagement with the farm
- Ensuring only the highest quality of staff work at the farm
- Maintaining clarity and honesty during its recruitment and staff training process
- Treating its employees always fairly and respectfully.
- Ensuring all employee benefits are handed out fairly and in accordance with the law

This policy was last reviewed on: 06/06/2023

Signed:
Farm Manager

Date: 06/06/2023