

Recruitment tips for 0-19 Providers

These tips are aimed to support 0-19 Service Providers when recruiting prospective SCPHN candidates

Inclusive Recruitment and Positive Action

Inclusive recruitment is important to access a wide talent pool, ensure fairness and reflect the local community within the workforce. Inclusive recruitment means ensuring fair and equitable access to job opportunities regardless of the candidates' background. Examples of this are using clear, neutral language in the job description, as well as statements of reasonable adjustments that are available.

Positive action helps to support and recruit people with protected characteristics if they are disadvantaged, under-represented or have a particular need. It supports equity for all rather than preferential treatment for one particular group. Positive action can take the form of targeting under-represented groups by considering where/how roles are advertised.

More information on inclusive recruitment and positive action can be found here:

- Equality & Human Rights Commission (EHRC) – Guidance on positive action under the Equality Act 2010
- Advisory, Conciliation & Arbitration Service (Acas) – Practical advice on recruitment best practices and avoiding discrimination
- Chartered Institute of Personnel & Development (CIPD) – Toolkits & case studies on diversity, inclusion, & positive action
- Gov.uk – Official guidance on lawful positive action in recruitment

Safer Recruitment

It is vital that all staff are safe and capable in their role. Safe recruitment practices play a significant role in safeguarding patients and families and ensuring staff are fit to practise. All necessary steps must be followed to ensure staff have the appropriate registrations, checks and scrutiny in place.

Tips for safer recruitment to the SCPHN programme:

- Ensure personal and professional references are requested, checked and verified
- Determine if someone aspiring to enter the SCPHN programme has already undertaken elements of the course by asking the question directly on application forms and in interview
- Complete all Enhanced DBS checks with a Children's and/or Adults' Barred List check
- Ensure all colleagues are up to date on your organisations safer recruitment policies and practices
- Aim for a "culture of curiosity" where sensitive questions can be asked without preconceived ideas or bias

Further information on safe recruitment and fitness to practise are available here:

- Aims and principles for fitness to practise - The Nursing and Midwifery Council
- Supporting the public health nursing workforce: employer guidance - GOV.UK

Assessing academic competence

The SCPHN Programme requires study at Level 7 and so candidates must be prepared and able to study at a high level in academia. It is important to assess and support the development of these skills in prospective SCPHN candidates.

Tips for assessing and developing academic competence:

- Undertake interviews in conjunction with SCPHN Programme lecturers to support in assessing the candidates suitability for the programme
- Set short written essays with referencing as part of the written application. This can be complemented with very short written exercises at interview to be certain the essay was written by the candidate themselves and to assess their written skills further. You may wish to utilise some of the following example essay questions:

Using an evidence base to underpin your deliberation, please share your understanding of 'the National variation of how families receive the healthy child programme from a SCPHN health visiting/school nursing service perspective'.

Using an evidence base to underpin your deliberation, please share your understanding of the 'limitations of being able to provide the healthy child programme from a SCPHN health visiting/school nursing service perspective'.

Using an evidence base to underpin your deliberation, please share your understanding of the 'benefits of being able to provide the comprehensive recommendations of the healthy child programme from a SCPHN health visiting/school nursing service perspective'.

- Asking candidates to complete a short presentation can help to assess verbal communication skills and confidence in presenting ideas.
- Academic study and writing skills can be developed through CPD, undertaking a stand-alone Level 6 or 7 module prior to the SCPHN programme, as well as practicing presentation skills and report writing within the Band 5 role.

