

SMOKE FREE ENVIRONMENT POLICY



PURPOSE

This policy has been developed to protect all Care & Support Workers and Service Users from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease, and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Direct Health Group that all workplaces are smokefree, and all Care & Support workers have a right to work in a smokefree environment. The policy shall come into effect on Sunday 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, contractors, service users or members of the public. However, the regulations do not restrict people from smoking in any part of their private dwelling used for work, if the work is undertaken solely to:

- Provide personal care for someone living in the dwelling; or
- Assist with the domestic work of the household in the dwelling.

IMPLEMENTATION

Overall responsibility for the policy implementation and review rests with management. However, all staff are obliged to adhere to, and support the implementation policy. The management shall inform all existing all Care & Support workers of the policy and their role in the implementation and monitoring of the policy. This will also give all new personnel a copy of the policy on recruitment/induction.

All of our Service Users will be notified of the Health Act 2006, and shall be requested that in light of the regulations they refrain from smoking whilst a care worker is in attendance and one hour before, however we have no right to enforce this.

NON-COMPLIANCE

Organisation disciplinary procedures will be followed if a Care & Support Worker does not comply with this policy. Those who do not comply with the smoke free law may also be liable for a fixed term penalty fine and possible criminal prosecution.

If Service User refuses to comply with this request and you are unable to undertake your work within this environment, then please contact your Line Manager so that the matter can be discussed further.

HELP TO STOP SMOKING

Should the service user be interested in using this as a reason to stop smoking then please inform them of the NHS range of free services to help smokers give up. Visit www.smokefree.nhs.uk or call the NHS Smoking Helpline on 0800 169 0 169.

Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

RECRUITMENT OF EX-OFFENDERS POLICY



This policy applies to all applicants for positions within the organisation.

PRINCIPLES

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Direct Health Group complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Direct Health Group is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental ability or offending background.

This policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

CONTENT

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

For positions where a Disclosure is required, i.e. Care & Support Workers, all application forms and recruitment briefs contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure forms part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the recruitment process. This information is only to be seen by those who need to see it as part of the recruitment process.

We ensure that all those at Direct Health Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

At interview, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Where a positive CRB is received, the Regional Manager will undertake a risk assessment and they will have full responsibility for deciding to offer employment or not.

We make every subject of a CRB disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar ex-offenders from working with us. This will depend on the nature of the position and the circumstances and background of the offences.