**Recruitment during COVID-19 Restrictions**

Dear Colleague,

As you are aware we have nationally agreed the curtailment of social visits for establishments located in Tier 3 very high risk areas and the restriction on visitors from Tier 3 areas to visit other prisons, unless there is a pressing compassionate reason. Though outside of social visits I wish to clarify the position with regards to recruitment and the continuation of face to face interviews for key operational roles such as Operational Support Grades (OSG) and Catering such as the critical nature of this.

With the balance of the public health risk against the public protection and safety risk of not being able to staff prisons, we are clear that the delivery of recruitment locally by establishments should wherever possible continue, but establishments must ensure that COVID-secure arrangements are put in place to mitigate against any risks of infection transmission. This means:

* reducing how far candidates travel and limiting travel across tiers where possible;
* asking all to confirm they are symptom free and not subject to self-isolation when due to travel for interview;
* using virtual interview technology where available; and
* reducing or preventing footfall into the prison by conducting interviews outside of the establishment where possible.

People Group’s Resourcing Team have mobilised a team to provide support to establishments in managing the local recruitment and implementing the measures outlined above. A separate note has been sent to HRBPs to outline how this support will be delivered in more detail.

Please help People Group to help us keep the recruitment pipeline moving by ensuring the Governors are clear on the next steps and that we keep people safe in the process.

Many thanks  
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