



ANDERIDA ADOLESCENT CARE

RECRUITMENT POLICY AND PROCEDURE

Anderida Adolescent Care is committed to providing a safe and secure environment for the young people in its care.

Anderida is an equal opportunities employer that employs people regardless of their age, sex, race, sexuality or religion. We would not automatically reject applications from people with a disability. However, due to the nature of our client group and the working environment, a risk assessment would need to be completed prior to a position being offered to ascertain suitability and safety of both our clients and prospective employees.

Anderida runs a rolling recruitment programme, regularly the Directors and home managers discuss the needs and requirements for each home. The main areas to be taken into consideration are age, gender, ethnicity and experience. Also, the need for full-time, part-time and bank workers.

Anderida will explore a range of media to advertise to include:

- Local media
- Social media
- Professional childcare publications
- Careers fairs
- Recruitment days
- Internet advertising
- Job centres

Anderida have a rolling recruitment programme. Potential applicants have a variety of resources where they can familiarise themselves with the organisation and the specifications of various job roles.

Applicants may wish to research on:

- Anderida's website
- View a staff handbook via the website
- View a job specification via the website
- Speak directly to an employee at head office
- View the homes' statements of purpose via the website

Candidates may fill in a digital application form and email it back or can request a hard copy for returning by hand/post, they can also complete an expression of interest form if they are unsure that the

role is for them and therefore the lengthy application puts them off applying, they can then proceed a little way through the recruitment process before committing to the full application.

A candidate tracker sheet will be started in line with the organisations recruitment system on receipt of a completed application form.

The candidate will be written to, giving them a time and date for group interviews.

The group interview facilitators will be:

- Punctual and prepared
- Smart casual
- Polite and friendly
- Able to mingle with the candidates
- Aware of confidentiality
- Non-judgemental

Group interviews will take the format of an initial power point introduction to our organisation and the work that we do. There will be group sessions addressing how they would handle various difficult situations that could arise at work. This will take the form of role-play of different scenarios and short individual chats with members of our staff team. There will be an opportunity to ask questions, and as such, we ask candidates that they think about any questions they may have in advance.

Where practical and practicable the candidates will have an individual interview conducted by a young person, this young person will either be a current resident or a young person who has recently moved on from our care. The young person will be supported by a member of the management team, in order to prepare their two questions and throughout their interview. When all of the individual interviews have completed, the staff member will ask for the views of the young person.

Following the group interview, members of the management team will decide as to the suitability of the candidate to move onto the next stage, they will clearly state their reasoning as to if the candidate should proceed or be declined, the views of the young person interviewer will be taken into consideration. This will be recorded on the tracker form giving reasons for proceeding or declining, and if successful, identifying any areas to be further explored at formal interview.

Unsuccessful candidates will be written to.

Successful candidates will be contacted outlining the time and venue for their individual interview (they are required to phone the office to confirm their availability). The administration team along with the interview panel will check the application form for education/ employment dates and contact the candidate to request details in gaps in employment or education.

On arrival at the formal interview the administration team will check photographic ID and complete a DBS form.

Anderida meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed (see DBS policy/procedure). This will include details and dates of 'spent' convictions, cautions, reprimands, final warnings, police enquiries and pending prosecutions. A conviction will not necessarily be a bar to obtaining a position.

Candidates need to disclose in their application form any prior convictions (see DBS policy). When candidates are invited for interview, they must bring with them all required proof of identity for the DBS form.

These should be:

- Original certificates of qualifications
- Valid passport if applicable
- Full current driving licence if applicable
- 2 passport sized photographs
- Birth certificate
- P45 or P60

Proof of address dated within the last three months, plus any two of the following:

- Bank statement
- Telephone bill
- Council tax bill
- Water/sewerage bill
- Gas/electricity bill

All of the above will be colour photo-copied and held with the original application form at the office, in line with the Anderida Adolescent Care DBS procedure.

If a candidate has a portable DBS, a copy of the original certificate must be seen and a copy taken for our records, the checking reference number taken and then checked with Disclosure and barring service.

Candidates also need to bring with them any relevant certificates of achievement. At this point, all prospective candidates will be required to complete a health questionnaire. It is mandatory that all of the above papers should be brought to the office immediately prior to the interview.

Two senior members of staff will sit on the panel for interview and follow a standard formal interview lasting approximately one hour.

The interview panel will arrive 30 minutes prior to the interview (see check list below).

They will be:

- Welcoming
- Prepared
- Smart, casual
- Confidential
- Passionate about childcare
- Proud of their achievements
- Positive but balanced

During the interview, the panel will explore with the candidate their reasons for leaving all care related roles and explain at this stage that we will be contacting all of these employers where practicable.

Following the interview, candidates are contacted explaining that Anderida would, or would not, like to proceed.

The tracker form will be updated and the reasons for proceeding/ not proceeding clearly recorded.

Should the candidate be successful, a formal offer of employment will be made. If the candidate accepts the post, a copy of the draft contract will be forwarded to the candidate along with a health check form, DBS form sent, and references requested.

References

Once the candidate has agreed they wish to continue with their application, we then contact the references that they have provided on their application form.

The candidate is asked to supply two references and one must be their current or most recent employer *Children's Homes Regulations, Schedule 2(3)*. We would also check to see whether the second reference provided is also a past employer or a character reference.

At Anderida, we require the equivalent of 2 full references from each candidate which can come in many forms:

- One full current and one full past employer reference
- One full current and 2 character references
- Two employment date references from current or most recent employer and 2 character references
- One current employer employment dates reference, one full past employer reference and 1 character reference

We are finding that a lot of companies are now only able to provide confirmation of employment dates as a reference and are not able to complete a full reference form. If this happens, we are to either call or email the employer and just confirm with them that it is their policy to only supply employment dates as a reference from their employees.

Once a completed reference is received by us, we use the contact information provided to call and verify the reference. We call the referee and confirm that it was themselves that completed the reference and ask if they are satisfactory with the information they provided and whether they would like to add anything extra to the form that they feel wasn't covered. If any other information is given, this is recorded and added to the candidate's application.

Candidates That Have Spent Time Over-Seas

When looking through a candidates application, we may notice that they have spent time abroad, this could be due to travelling, studying etc. If this has been for longer than 3 months then we are required to carry out a Police Check from that country.

The candidate will be sent a link to the GOV website whether there is clear guidance on how to obtain on over-seas check. Each country and each application is different – some require the candidate to take all relevant paperwork to the Embassy of their country and/or some applications can be made online.

The candidate is responsible for the payment of this Police Check. Once Anderida have seen the original certificate, then the candidate will re reimbursed.

Induction

Whilst waiting for references and DBS, candidates will be signed up to start their induction and invited along to attend any training courses, being run in house during this time, free of charge, in readiness for their commencement in employment with the organisation. Successful candidates will be given access to the staff section of the website to see the staff handbook, an introduction to Anderida, to give them more of a sense of what the role entails and if it is right for them.

Candidates are not ordinarily offered trial shifts until both references and the DBS are received. Candidates need to be made aware that this process can take some time. They are advised as to how to track their DBS at this stage.

We may offer trial shifts in advance of receiving a DBS if the applicant already holds an enhanced DBS within 18 months of the current date (they will not however be able to start employment until this is received).

Trial shifts will be offered on receipt of references for those with a portable DBS once the check has been completed.

After each trial shift, the senior member of staff on duty will complete a comprehensive written trial shift report. The young people will also be invited to complete a trial shift report should they wish to do so. Once the trial shifts have all been completed, candidates will be invited to attend a feedback interview.

Should a DBS highlight a conviction, a DBS interview will be held prior to a feedback interview. If it is decided to proceed, a formal feedback interview will be conducted. Clear DBS forms will proceed straight to the feedback stage.

During the feedback interviews, the panel will go through the written trial shift reports and discuss suitability and the possible offer of a post. The feedback interview gives both the candidate and the interview panel the opportunity to discuss how the trial shifts went. Any health concerns highlighted in the health check form will be addressed at this meeting and a risk assessment undertaken. Should the interview panel feel that the candidate is suitable, they will be offered a post and a start date and induction will be arranged. This will be put in writing along with a contract of employment and confirmation of salary.

SUPPORTING POLICIES/PROCEDURES:

- DBS Policy and Procedure
- Equal Opportunities Policy
- Data Protection Policy