



ANDERIDA ADOLESCENT CARE

TRIAL SHIFT POLICY

INTRODUCTION

The trial shift is an important part of the recruitment and selection process of candidates who wish to work in the residential childcare field of social work. This process ensures that Anderida has an opportunity to observe the candidate in the work environment and assess their suitability to the specific position applied for. This gives the candidate an opportunity to assess how they feel in the work environment, and about their own suitability to the position applied for. It also enables the young people for whom they will be caring to give valuable feedback.

GUIDANCE

- Trial shifts for successful candidates will not be facilitated until all references and DBS have been received.
- Where a successful candidate holds a recent, current DBS we may on occasion fast track the trial shifts on receipt of positive references.
- The trial shift process must be supervised by an experienced member of staff and preferably by someone who has knowledge of the recruitment and selection process operated by Anderida.
- The candidate should be offered two trial shifts in two different homes.
- A third trial shift can be arranged if the candidate or the person carrying out the assessment of the trial shift feels it is necessary.
- Candidates undertaking trial shifts should follow the guidance given in their letter of invitation and staff handbook.
- When the candidate arrives at the home for their trial shift, staff should meet them, introduce themselves and ensure they sign the visitor's book.
- Staff should introduce them to any young people and staff in the home. The reason for visiting the home should also be clearly explained to the young people in advance of the candidate visiting.
- Staff must always conduct themselves in a professional manner and be friendly and helpful. Staff must remember that this is the candidate's introduction to the organisation.
- Staff may give an outline of the young person, relevant to that day, the job role and the candidate's interactions, however they must also remember the candidate is not, yet an employee and the confidentiality of the young person must be protected as much as possible.
- Candidates should be given a brief introduction to the home, its Statement of Purpose and its systems. **They should not be privy to paperwork on the young person such as guidelines or care plans.** Blank documents may be used to give the candidate an overview of the

recording and reporting. After this, they should be allowed to talk to staff and young people in the communal areas, supervised by the person carrying out the assessment of the trial shift.

- The following areas should form the components of the trial shift assessment process:
 - A detailed observation of the candidate's presentation, dress and demeanour.
 - A detailed observation of their interaction with staff and young people; did they listen? Did they seem interested? Did they think about their interaction? Was their interaction appropriate, welcomed or intrusive? Were they friendly, respectful, relaxed etc?
 - Overall impressions, observations and assessment of the trial shift, the behaviour and performance of the candidate.
 - Are future trial shifts necessary or appropriate?
- Young people should be encouraged to do their own evaluation of the trial shift using a young person friendly format.

CONCLUSION

The trial shift must be carried out in a professional though relaxed and informative manner. This is a reciprocal process, which enables the candidate to assess their own suitability, and Anderida to assess the candidate's suitability to undertake the position applied for. The person assessing the candidate's performance on the trial shift must record their assessment in a clear and fair manner in their written report. All reports are to be emailed to the office immediately and then deleted from the home's computer.