

Recruitment & Selection Guidance

Thank you for your interest in our position.

This guidance is designed to help you throughout our recruitment process and understand what you can expect at every stage.

We are committed to safeguarding and promoting the welfare of all children and young people and have a duty to ensure safe recruitment of staff. All our recruitment and selection processes ensure staff and volunteers are recruited safely and fairly, and children's safety is considered at every stage of the process.

We implement safeguarding protocols in all aspects of our working practices.

If you require help at any stage of the process please feel free to contact us on 01823 661333 or email recruitment@plusonecare.co.uk

Application

Application form

Your application form is our basis for selecting you for interview, so it is important it does you justice. The following suggestions should help you to do this.

All candidates will need to complete a standard application form to ensure we obtain all the information we need.

If you need help completing your application form or would prefer it in a different format please contact us.

If you are submitting a written application, ensure it is legible and written in black ink for photocopying purposes.

Hours of work

We have various working patterns available and welcome applications from people wishing to work part-time. Please contact us for further information.

Driving licence

A driver's licence is essential for this role as you will be required to drive the young people, so you will need to be confident driving on motorways or to places you are unfamiliar with. Each young person has a car allocated to them for this purpose.

Personal statement

Think about how you have the right qualities to do the role, include examples from paid and/or voluntary work, outside interests and other relevant activities. While previous experience in a similar role is desirable, it is not essential. What matters most is your attitude, resilience, and commitment to the children and young people.

Employment history

We require you to provide your full employment history including reasons for any gaps in between. As this post works directly with children and young people this section will need to be particularly thorough. It is essential you include the month in which you started and ended your education and employment. Failure to do so may result in your application not being selected for interview.

Qualifications and Training

We require you to provide details of your highest level of Education Achieved and any Relevant Professional Qualifications/Certifications (e.g QCF Level 3, Safeguarding, First Aid etc).

If you are invited to attend an interview you will be asked to provide your original certificates declared on your application form. These will be photocopied and kept for only as long as necessary in accordance with our data protection obligations

References

You are required to provide the names and addresses of a minimum of 2 professional referees, who can write with authority about your performance, abilities and competencies in a work, voluntary or educational environment. One referee must be from your current or most recent employer.

As you are applying for a position which required unsupervised access to children, we will approach all past employers where your role has involved working with children or vulnerable adults.

If you are unable to provide two professional referees, you will be asked to provide the names and addresses of someone you know either in a professional or personal environment to provide a character reference.

References from relatives will not be accepted.

Due to the nature of the work as part of the recruitment process, we may verify references by telephone.

Criminal Record Declaration

We ask all applicants to voluntarily provide details of their criminal record when they return their completed application form. This information will only be seen by those who need to see it as part of the recruitment process.

This information will be treated in strict confidence and will be securely stored and kept for only as long as necessary in accordance with our data protection obligations.

Failure to disclose all cautions, convictions, reprimands or final warnings could lead to withdrawal of an offer of employment, disciplinary proceedings or dismissal.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Having a criminal record will not necessarily prohibit you from working for us, this will depend on the nature of the position and the circumstances of the offence

Criminal Records Checks for Overseas applicants.

Where you have worked or have been resident overseas in the previous 10 years for a period of 3 months or more, we will obtain a check of your criminal record from the relevant authority in that country and seek additional information about your conduct.

Equality, Diversity and Inclusion

The Equality, Diversity and Inclusion monitoring form will be used for monitoring purposes only and will not be used in the recruitment process. This information will be kept confidential, and accessibility is strictly limited in accordance with our obligations under the Data Protection Act.

Successful/Unsuccessful application

You will be notified in writing at every stage of the recruitment process whether or not you have been successful.

Shortlisting

Plus One's principal objective through its recruitment and selection activities is to identify the best candidate for the position.

The selection process will be objective, impartial and consistently applied.

Candidates will be assessed against the criteria for the position detailed in the job description and person specification.

Shortlisting decisions will be made solely on the evidence presented in the application relevant to the selection criteria.

Applicants will not be rejected during any part of the selection process on the grounds of protected characteristics.

Interview

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During the interview process your suitability to work with children and young people will be explored.

In addition to assessing your ability to perform the duties of the role the interview panel will also explore issues relating to your:

- motivation to working with and your attitude towards vulnerable young people;
- ability to form and maintain appropriate relationships and personal boundaries;
- ability to support Plus One's commitment to safeguarding and promoting the welfare of vulnerable young people; and
- emotional resilience in dealing with challenging behaviours

The interview panel will consist of a minimum of two people, at least one will have been trained in safe recruitment practice.

The interview may be held in person or via teams.

On the Job Evaluation

If successful at interview you will be invited to attend an On the Job Evaluation (OJE), this forms part of the selection process.

During the OJE you will be supervised by a permanent member of staff.

You may be privy to confidential information during the OJE, you are requested to keep this information in strict confidence whether you are successful in your application or not.

Feedback will be obtained from staff and the young people.

You will be asked to provide a written report on how you felt you interacted with the young people and how you would support them if you were successful in your application.

A decision on your suitability will be made using your answers to the interview questions, feedback from staff and young people and your report.

If you are successful in your application, you will be reimbursed for attending the OJE in your 1st month salary.

Offer of employment

Any offer of employment will be conditional subject to satisfactory pre-employment checks which include:

- A minimum of two satisfactory references, one which should be from your present or last employer;
- Right to Work in the UK;
- Satisfactory enhanced check through the Disclosure and Barring Service (DBS);
- Satisfactory medical history; and
- Successful Probation Period

Pre-employment checks and other safe recruitment practices are a requirement to ensure people who may pose a threat to children and young people are not given positions of trust.

References

Please provide the names and addresses of a minimum of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. Professional referees should not be friends or colleagues who have not managed you.

The first reference **must** be from your current or most recent employer.

If you are unable to provide the name of a professional referee, please provide the names and addresses of two referees who can attest to your personal qualities and your suitability for the role.

To ensure we can obtain references as quickly as possible please provide a telephone number and if possible, an email address.

As you are applying for a position which requires unsupervised access to children, we will approach all past employers where your role has involved working with children or vulnerable adults.

References will be obtained directly from the referee. To whom it may concern will not be accepted.

References will not be accepted from relatives or friends.

References may be verbally verified with the referee.

It is a legal requirement to ask previous employers about the suitability of the candidate and whether there have been any concerns, allegations or disciplinary investigations raised regarding the individual's conduct, performance or behaviour towards children and young

people or vulnerable adults which might cause their suitability for the post applied for into question (whether founded or unfounded)

If a reference is deemed unsatisfactory you may be required to attend a meeting with the recruiting Manager and Human Resources to discuss the information contained in the reference.

Disclosure and Barring Service (DBS)

It is an offence for individuals on the Barred List to apply for posts in Regulated Activity.

You will not be permitted to commence work without a current DBS certificate.

If you already possess an enhanced DBS certificate for the Children's Workforce and are signed up for the update service, we will conduct an online status check.

If the DBS check reveals details of convictions a meeting will be held between you, Plus One's Designated Safeguarding Lead and Human Resources to discuss the disclosure and a Risk Assessment will be completed.

If your DBS certificate contains information which was not disclosed, or additional information from the Police is received, a further discussion with you will be held before deciding to confirm or withdraw the offer of employment.

If a check reveals you are on the Barred List for Regulated Activity we will make a referral to the DBS to notify them of your attempt to apply for barred work.

Medical History

It is a requirement of the Children's Home Regulations (England) 2015 that we are satisfied you are mentally and physically fit for the purposes of the work you are to perform.

You will be required to complete a health declaration. If you fail to declare significant information about your health, we may decide you are unsuitable to care for children and/or young people.

We will use the information provided to make a decision about your suitability to carry out the role and we may seek further information from your doctor by telephone or in writing.

You may be required to attend a meeting with the recruiting Manager and Human Resources to discuss the information contained in your health declaration.

This information is kept confidential, and accessibility is strictly limited in accordance with our obligations under the Data Protection Act.

Right to Work

We have a duty to check you are entitled to live and work in the UK so you will need to provide evidence of your right to work.

You are required to provide your original documents for verifying. A copy of these documents will be securely stored and kept for only as long as necessary in accordance with our data protection obligations

It is a criminal offence to employ a person who does not have permission to live and work in the UK.

Social Media Checks

Social media checks offer a valuable addition to the recruitment process in creating a safer environment and making better informed recruitment decisions that help us safeguard the children we look after.

We will only conduct social media checks with your consent and once a conditional offer of employment has been made.

Personal data will only be accessed if it is relevant to your suitability for the role and relates to your personal capabilities, skills, education and experience.

Only necessary personal information and information relevant to the job will be collected.

You will be given an opportunity to respond to any adverse finding from online searches, where they may be considered in the decision-making process.

Any personal data gathered during the recruitment/screening process will be handled and retained in accordance with our data protection and equal opportunities obligations.

Data Protection

All information relating to the recruitment and selection process will be treated in confidence and in accordance with data protection legislation.