



Cherry Lane Therapeutic Homes Recruitment and Recruitment Planning Procedure

Purpose

To ensure the effective recruitment of Life Coaches at Cherry Lane Therapeutic Children's Homes, promoting the well-being and development of children in our care, while aligning with relevant legislation and best practices.

Scope

This procedure applies to the recruitment process for all Life Coach positions at Cherry Lane Therapeutic Children's Homes.

Relevant Legislation and Guidance

- Quality Standards
 - ACAS Guidelines
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Mission Statement

Cherry Lane Therapeutic Children's Homes is committed to recruiting skilled and compassionate Life Coaches who will provide a safe and nurturing environment for children and young people. As an equal opportunity's employer, we welcome applications from all individuals, subject to risk assessments to ensure the safety and suitability for both clients and prospective employees.

Recruitment Planning

1. Identify Needs:

- Assess current staffing levels and identify gaps.
- Determine the specific skills and qualifications required for the Life Coach role.
- Regularly discuss staffing needs, considering age, gender, ethnicity, and experience, as well as full-time, part-time, and bank workers.

2. Job Description and Specification:

- Develop a clear and detailed job description, specifying essential qualifications, skills, and experience, in line with ACAS guidelines.
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3. Approval and Budgeting:

- Obtain approval for the recruitment from senior management.
 - Ensure budget allocation for the recruitment process.
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Recruitment Process

1. Advertising:

- Advertise the position using various media, including local media, social media, professional childcare publications, careers fairs, recruitment days, internet advertising, and job centres.
- Ensure the advertisement is clear, concise, and appealing, following ACAS best practices.

2. Application Process:

- Accept applications via email or through an online application form.
- Application forms must be fully completed with education dates outlined and any gaps in employment clearly explained.
- Applicants must provide two written references, one of which should be from the most recent employer, if applicable.
- Provide applicants with a detailed job description and person specification.
- Allow potential applicants to familiarise themselves with the organisation via the website, staff handbook, job specifications, and direct communication.

3. Shortlisting:

- Review applications against the job criteria.
- Shortlist candidates who meet the essential requirements, ensuring a fair and unbiased process.
- Candidates must provide a written explanation for any gaps in their employment history. This will be reviewed during the shortlisting process and clarified further in interviews, if necessary.

4. Group/Informal Interviews:

- Invite shortlisted candidates to group/informal interviews.
- Facilitate informal process with a mix of presentations, role-play scenarios, and individual chats.

5. Individual Interviews:

- Conduct formal individual interviews for successful candidates from the informal interview stage.
- Request a valid form of identification, such as a passport or driver's license, including a recent photograph.
- Verify candidates' identity, qualifications, and background / social media checks.



- Ensure candidates bring all required proof of identity and address for the DBS form or bring an enhanced DBS already on the update service.

6. Assessment and Feedback:

- Evaluate candidates based on their performance during interviews and assessments.
- Provide constructive feedback to all candidates, whether successful at this stage or not.

7. Background Checks:

- Conduct necessary background checks, including DBS checks. If already hold an enhanced DBS on the update service, we will review the original DBS and then complete an update check.
- If no DBS on the update service, then apply for a new DBS.
- Verification of qualifications.
- References and follow up calls to verify and discuss reference content.
- Safeguarding enquiries to be made to all organisations where the candidate worked with vulnerable adults or children. Follow up at least once more if no response ensuring all practicable efforts have been made.
- Discuss with referees the reasons why candidates left previous positions involving work with children or vulnerable adults. This will be documented as part of the reference-checking process.
- Complete risk assessments for candidates with disabilities and prior convictions to ensure suitability and safety.

8. Trial Shifts

- Invite candidates to undertake a short trial shift at the home.
- Gather feedback from the staff working.
- Include young people in the feedback process where practical.

9. Offer of Employment:

- Make a formal job offer to the successful candidate.
- Provide a written contract detailing terms and conditions, following ACAS guidelines on written statements of employment particulars.
- All candidates must provide an enhanced DBS certificate, which includes suitability information relating to working with children. This requirement is mandatory for employment at Cherry Lane Therapeutic Homes.

Induction Programme

1. Comprehensive Induction:

- Develop a comprehensive induction programme covering the organisation's policies, procedures, and ethos.



- Include training on safeguarding, child protection, and Non-Violent Resistance approaches.

2. **Ongoing Support:**

- Assign a mentor for the new Life Coach.
 - Provide regular feedback and support during the initial months of employment.
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Well-being Focus

- Ensure the well-being of both children and staff by promoting a positive and supportive work environment.
 - Include well-being checks and support mechanisms as part of the induction and ongoing employment.
 - Offer a buddy to support through initial months.
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Additional Recruitment Best Practices

- Operate a rolling recruitment programme, regularly reviewing staffing needs.
 - Provide multiple resources for potential applicants to learn about the organisation and job roles.
 - Maintain a candidate tracker sheet to monitor the recruitment process.
 - Conduct group and informal interviews in a professional and engaging manner.
 - Follow up with formal interviews, ensuring all documentation and background checks are complete.
 - Offer trial shifts and conduct comprehensive feedback interviews.
 - Include young people's input in the trial shift feedback process.
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Supporting Policies

DBS Policy and Procedure
Equality and Inclusion Policy
Trial Shift Procedure
Reference Procedure
Data Protection Polic