

## **CAIRN MHOR CHILDCARE PARTNERSHIP**

### **RECRUITMENT AND SELECTION POLICY**

We believe in Cairn Mhor Childcare Partnership that a quality service starts with quality staff therefore we take time in the recruitment of all our staff team.

All permanent posts will be advertised in a combination of places depending on the nature of the position – internally using the Company Intranet, Email, Staff Notice Board and Team Meetings; externally using the local newspapers, Job Centre, etc. On receiving applications we will contact applicants to discuss the position with them to assess whether they understand the demands of the posts advertised and ascertain if they wish to pursue their application further.

Temporary vacancies will be advertised internally in the first instance using the Company Intranet, Email, Staff Notice Boards and Team Meetings.

We will then send out Application forms.

#### **INTERVIEW PROCESS**

Having short listed applications we will then arrange an Interview Panel. Applicants are required to bring with them copies of their qualifications, two forms of I.D. and driving licence.

Our Interview Panel consists of a Director, a Member of our Management Team, a Consultant and one other Professional. The H.R. Manager will ensure the recruitment process is followed and the complete the 'Screening Interview Record' with each applicant.

A young person will be involved during the interview process and have an opportunity to ask questions of the applicant. These questions will be prepared in advance with the assistance of staff as required.

The typical Interview Day will be as follows:

Welcome and Introduction.

Presentation regarding the aims and ethos of our service.

A Group Exercise followed by Individual interviews where we will take the opportunity of going through the Applicant's form taking note of qualifications, experience, special interests and any gaps in employment which are unsatisfactorily explained.

This will be followed by a written exercise.

Individual interviews will take place where every applicant is asked the same five questions and has the opportunity to ask for further information related to Cairn Mhor and or the position they are applying for. Young people may have a representative on the interviewing panel.

Selection will take into account our need to uphold our standard as an equal opportunities and anti-discriminatory employer. We value people regardless of their race, gender, culture and sexuality.

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The applicants who are selected to progress further will then be asked to fill in an Enhanced Disclosure Form; references will be taken up in writing followed by a verbal discussion with referees.

If the afore-mentioned is satisfactory, chosen candidates will be required to spend some shadow shifts in our various houses. In this way the staff team and young persons have the opportunity to feed back on potential workers.

When this is completed to the panel's satisfactorily a letter offering Employment with salary and conditions are sent to the applicant.

All staff taking up employment will receive a personal copy of the 'Staff Handbook and will receive an induction to the house they will be based in during their first shift. The 'Induction Checklist' will then be completed during the first week and a copy of this document will be held at Headquarters. All employees will sign to uphold our Policies and Procedures along with a Confidentiality Statement.

As soon as practicably possible on commencing work, and certainly within the first three months, they will receive Mandatory Training which includes Child Protection and De-escalation.

Driving Licences and Car Insurance are inspected by our Health and Safety Officer on an annual basis and papers kept on the Staff Members file.

Cairn Mhor Childcare Partnership has an annual Staff Appraisal Scheme and further details can be found in Section 3 of the Policies and Procedures or on the Company Intranet.