**SAFER RECRUITMENT POLICY**

Shekinah Support maintains a robust approach when it comes to the recruitment and selection of permanent and temporary staff. As part of our pledge to manage the process of care to our young

people, we take their wellbeing and daily experiences at our units quite seriously. Staff are

recruited according to their ability to meet or exceed a list of criteria relating to their skills,

empathy, passion for care, experience, qualifications.

**1.0 RECRUITMNENT STEPS**

Shekinah Support maintains a pool of suitable bank staff either on standby working casual part -time hours. Staff are screened and selected, usually recruited from reputable agencies or partner care homes who cross - share staff on a zero-hour contract.

1.1 In most cases, Shekinah Support management can anticipate the need to recruit additional staff due to increased placements per unit or the addition of more units. There will usually be a list of appropriate pre-screened staff that meet our safer recruitment criteria.

1.2 Where Shekinah Support makes use of external personnel sub- contractors or service partnerships. Disclosure and Barring Service (DBS) checks will extend to all persons in contact with the young people within our units or young people we offer contractual support to. This is completed before any form of work begins. Shekinah Support will conduct a vetting process for direct or partnership recruitment, ensuring we follow a compulsory checklist consisting of the following:

1. Full and detailed recent background checks (enhanced DBS) prior to starting work
2. Work/employment chronology beyond a standard resume.
3. Detailed reference requests and receipt of references prior to starting work
4. Confirmation of qualifications
5. Verification and proof of the right to work in the UK.
6. interview process to assess a candidate’s ability to achieve the person specifications
7. Scenario test - candidates will need to demonstrate their response to simulated situations.

8. Proof of National Insurance number

9.Photographic proof of identification and address confirmation

We will ensure that all staff have a thorough and rigorous induction period that is properly supervised and supported by a manager.

All staff will be offered regular opportunities to receive training, shadowing or other forms of personal development. Some mandatory and others voluntarily.

Supervision will be used to usefully maintain effective dialogue with workers. We aim to maintain good retention of workers and offer them a positive stimulating environment

**2.0 PERSONAL ATTRIBUTES (THE IDEAL WORKER)**

Due to the nature of the care service where vulnerable or challenging residents are in care, Shekinah Support will ensure the new recruits possess a good understanding and empathy for the young people who may exhibit challenging behaviour.

They need to have good awareness and insight into the resulting effects of trauma or poor

parenting. Selected staff must also meet other criteria such as an affinity to care for

children from all backgrounds. Personal commitment to make a positive change to the

lives of all children in care no matter their cultural origin, religion, gender, race, sexual orientation, etc.

In some cases where the newly recruited staff is qualified but there are no clear evidence of the desired traits in care to fit the job, the staff may be put on a short - term probationary period. Aside from performance on the job, the unit /area manager will be looking at how the staff engages with the residents. For instance, do they demonstrate empathy and understanding. Are they able to deal with emotions running high in situations of confrontation or altercations.

2.1 The residents are also encouraged by management to give fair and true feedback either during internal reviews, residents meetings or LAC reviews.

**3.0 COLLEAGUE ENGAGEMENT**

As part of Shekinah Support’ recruitment criteria, the potential recruit would need to also go through an in-house check whereby he/she engages with co-workers and managers is a positive way. A check in the workplace history to verify they are safe to work with them. Bullying or pushy attitudes to co -workers is not condoned.

**3.1 ONGOING ASSESSMENTS**

Aside from performance appraisals, general management will go through behavioural assessments which forms a part of the supervisory reports which is generated each month. The idea here is to flag areas where a member of staff may have a shift in behaviour due to any form of external influences. Information is also gathered from a number of sources including reports about past or current altercations /allegations from residents. While staff receive the full support of management should an allegation be reported, a full investigation would help bring out behavioural trends which depending on the severity which may lead to dismissal.

**3.2 THE NEEDS OF THE EMPLOYEE**

Employee receive monthly supervisory sessions with the area manager. Shekinah Support likes to know that the employees are happy about the resources available to them to ensure better productivity. Staff are usually asked how they feel about the job so far and invite feedback about their thoughts on how they are being managed. How they feel and what difficulties they may face when caring for challenging services users. It is important staff are aware that they have the backing of management who will do everything possible to reduce or remove barriers to demotivating situations.

Shekinah Support Safer recruitment policies are subject to an annual review annually.