



Recruitment Policy

All staff recruited to the home will be subjected to a rigorous employment processes. This will involve:

- The completion of an application form.
- The taking up of written references, one of which must be the most recent employer
- Obtaining a written statement (CV) from the staff member setting out their employment history, since leaving school and an explanation for any gaps in this.
- Having sight of original documentation confirming relevant qualifications stated
- Proof of identity – both a birth certificate and /or current passport and a recent photograph.
- Evidence that the staff member is physically and mentally fit for the purposes of the work - where it is not possible for the staff member to obtain a medical reference to this effect, a declaration must be signed by the staff member to say they are fit for work.
- Obtaining a statement from the staff member of any convictions that they may have and these should include details of any convictions that are spent within the meaning of Section 1 of the Rehabilitation of Offenders Act 1974(b) that may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (c). Staff members will also be asked about any cautions received.

If a staff member does not give an accurate statement to the above, or willingly withholds information, then although it is not necessarily the case that in the event that a conviction comes to light that this would in itself lead to loss of employment (this will depend on the nature of the conviction) it is the case that it will be deemed the lack of honesty at the outset of employment, and is sufficient evidence to justify termination of employment. In all such instances this will be judgement call for the directors of J&R Care Ltd.

Every member of staff who is offered a position within J&R Care Ltd will need to have been cleared to work at the home. J&R Care will apply to the The Disclosure and Barring Service (DBS) which helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. This replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

They are responsible for:

- processing requests for criminal records checks.
- deciding whether it is appropriate for a person to be placed on or removed from a barred list.
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland.

NO MEMBER OF STAFF WILL BEGIN WORKING AT THE HOME UNTIL THIS HAS BEEN COMPLETED AND THE DIRECTORS ARE SATISFIED THAT THEY ARE ABLE TO WORK WITH CHILDREN.

UPDATED SEPTEMBER 2013