

Staff Recruitment, Induction, Management and Training Policy

Safer Recruitment Processes – Employing Quality Staff:

idDerby has a robust recruitment process which ensures that only individuals who share our values and passions become part of the team.

All staff involved in recruitment are trained in Safer Recruitment.

All our group facilitators are qualified to at least degree level in Creative Expressive Therapies or a specific modality with equivalent experience, whilst many also hold additional qualifications. All our therapists have master's degrees in their particular discipline, are members of the appropriate national professional body and registered with the Health and Care Professions Council or United Kingdom Council for Psychotherapists (if applicable).

Staff, associates and volunteers are recruited through interview, checking of DBS status (please refer to Annex 1 regarding the 'Employment of Ex-Offenders guidance'), qualifications, professional registration and insurance (where appropriate), taking of references etc. As part of the Safer Recruitment process, in line with Keeping Children Safe in Education 2024 guidance, recruitment staff will vet potential employees' Social Media use for any inappropriate content.

Staff are required to apply to be on the DBS Update Service upon completion of their DBS check, if they are not already signed up. Registration must be renewed annually by staff to remain on the Update Service during their employment.

We require everyone to demonstrate excellence, aptitude, qualification and skills. Employees, associates and volunteers are given a one to one induction, taking them through key policies and working practices relevant to their role. At this point the 'Single Central Records system' (in line with Keeping Children Safe in Education 2024) is updated, ensuring the following is complete:

- Candidates Name
- Candidates ID number
- Candidates DOB
- Whether the ID has been verified?
- Has the staff member been DBS checked?
- Does the candidate have the physical / mental capacity for the role?
- Does the candidate have a right to work in the UK?
- Are any further checks needed?
- Have the candidate's qualifications been verified?
- Have 2 x references been received and approved?
- Has the candidate read all relevant policies and procedures?
- Has the candidate completed a staff induction?

Following this:

- Has the staff member signed a contract including the staff code of conduct / employee handbook?
- Has the staff member been issued a lanyard?

All of our employees go through a trial period to make sure that they can consistently deliver quality. Once they've passed the trial period they will continue to be monitored through procedures such as regular supervisions and meetings with their line manager, their written reflections will be reviewed and their sessions may be observed.

Maintaining a quality service:

idDerby endeavours to provide the highest levels of commitment to their staff members training and development. idDerby will ensure that all staff are trained appropriately in order to execute their job roles to the highest standards, feeling as prepared and confident as possible. idDerby also follow government guidelines in regards to training, and ensure that all staff receive training that is mandatory for workers in the social care sector. idDerby provide the following:

A robust induction process for all new employees

All new staff are given an induction which covers all aspects of health and safety, including safeguarding and fire safety procedures. The induction also gives the new staff member an introduction to the organisation as well as the idDerby. An employee handbook will also be issued which includes other useful information e.g. terms of engagement, contact information and communication procedures.

Supervision

Supervision and reflective practice is mandatory for all staff and takes place once a month. For level 2, 3, 4 and 5 staff this is classed as paid hours. Supervision offers a chance for peer-led discussions, held and guided by a qualified clinical supervisor. Employees may use the space to explore challenges, key learning, relationship dynamics etc and support one another in relation to client-face work.

Policies

idDerby has a policy folder that's location is made known to all new employees. These are also shared in an electronic format. They are encouraged to read 2 policies a week, and contact their Manager, should there be any issue or confusion. They are also asked to complete a statement of understanding for each policy. This is to ensure that all staff members are aware of policies and procedures and follow them. Employees can request to view policies at any time. Any updates or new policies will be shared by the staff member responsible for creating them.

Monitoring Staff Development

Administrative staff are responsible for ensuring that staff training records are kept up to date, and do so by tracking all training, developments and qualifications on a 'Staff Management System' Spreadsheet. This spreadsheet enables administrative staff to be alerted of any training needs or outdated training. Staff will contact

employees quarterly to ensure that records of staff training and development are up to date.

Staff Training

We acknowledge that ongoing professional development is fundamentally important to ensuring our services are in line with best practice and ethical requirements. We are committed to ensuring our staff are provided with opportunities to maintain and improve their professional knowledge.

External training will also be provided to the designated safeguarding leads, fire safety officers and workplace first aiders.

If it is mutually agreed that a specific training opportunity is beneficial for both you as a staff member, and the organisation an agreement may be made in regards to training bursaries or time away from the office to complete such training.

Agreements such as this will be made on a case by case basis and will depend on the organisations ability to offer additional financial support. Terms of these agreements may outline your responsibility to remain within employment for a specified period of time or alternatively contribute to the outgoing cost of course fees etc.

Staff Support Meetings

Support Meetings are available on request with your line manager. We would encourage all staff to engage in these meetings at least twice yearly to ensure issues and concerns are addressed as part of our quality assurance. Staff are encouraged to work reflectively in all aspects of their role to identify, where possible, gaps in knowledge and confidence in roles.

Additional Support

If you feel you may need additional support to help you fulfil your role with idDerby, including a safe space for creative expression and support in processing your thoughts and feelings, please do not hesitate to discuss this with your line manager.

Useful Resources:

- [Module 1 - PDF](#)
- [Module 2 - PDF](#)
- [Module 3 - PDF](#)

- Module 4 - PDF
- Working together to safeguard children
- The Disclosure and Barring Service
- DBS guidance for employers
- DBS identity checking guidelines
- A guide to eligibility for standard certificates for registered bodies and employers
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- DBS adult first check
- Criminal records checks on overseas applicants
- Statutory guidance on supervision
- Information sharing: advice for practitioners providing safeguarding services
- Keeping children safe in education
- A library of templates and ideas to help in safer recruitment
- The Protection of Freedoms Act
- Employing overseas-trained teachers from outside the EEA
- Teacher misconduct: the prohibition of teachers
- Disqualification under the Childcare Act 2006
- The Prevent Duty for schools and childcare providers
- Prevent Duty guidance
- Teaching Regulation Agency
- Disclosure Scotland
- nirect government services
- Regulated activity in relation to children
- Whistleblowing for employees
- The PVG scheme

Annex 1:

The Employment of Ex-Offenders

All individuals wishing to pursue a work placement or a career with idDerby must present idDerby with a current (within the last 2 years) enhanced Disclosure and Barring Service (DBS) check. This check must take place before any contact is made with our clients. idDerby are able to support potential staff in sourcing a DBS but this may come at a charge.

idDerby supports vulnerable children and adults, and prioritises their safety and protection above all else.

Whilst considering our clients safety, we do also undertake to provide equal opportunities for all applicants and endeavour to do so during our recruitment processes. idDerby values diversity and will consider opportunities for all individuals with the right mix of talent, skills and potential. idDerby welcomes applications from a wide range of candidates and will select individuals based on their skills, qualifications and experience.

Should an applicant be successful in obtaining an interview, they will be asked to present their enhanced DBS at the beginning of the interview, if they have a certificate already. This allows for the opportunity to discuss any criminal records, should there be any. If the applicant does not have a DBS prior to the start of the recruitment process, there will be a discussion at interview regarding whether there are any criminal convictions – complete honesty is expected. A separate meeting can be arranged to discuss the criminal record, should the applicant wish. idDerby has the responsibility to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

idDerby expects complete honesty from applicants, and would like to assure all applicants that they can disclose in complete confidence. All staff are responsible for maintaining confidentiality and data protection in line with the companies policies. We also follow the Disclosure and Barring Service Code of Practice. Please note: Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. You need only disclose any criminal record that is not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) (see link to this legislation at the end of this document).

idDerby would like all applicants to know that although a criminal record will not solely determine whether or not they are successful at interview, it will be taken into account along with the applicants skills, qualifications and experience and may potentially put them at a disadvantage when it comes to the selection process due to our clients safety being such high priority.

All applicants with a violent or sexual criminal record on their DBS cannot be considered to work with our clients – the risk of harm to our clients, who are vulnerable people, is too high. For all other offences, the nature of the role being applied for and the severity of the offence will be considered.

Should an applicant disclose a criminal record; idDerby will require time to consider their application and interview along with information disclosed surrounding any criminal records. In this time a provisional risk assessment will be put in place to determine whether or not the opportunity can remain open.

All risk assessments are created by our leading safeguarding officers in consultation with other staff, considering the following before reaching decisions:

- The historic nature of offending behaviour and whether these incidents have taken place in the recent past.
- The openness of the participants - Deceiving behaviours or lack of complete honesty.
- The context of the offending. This contextualisation enables us to truly understand what has led to historic incidents and begin to properly assess the likelihood of it happening again.
- Our own knowledge of the participants or a suitable reference – have we or others observed any behaviours which would suggest the individuals were not fit to work with vulnerable people?

The following measures are an example of interventions that might be put in place to protect everyone's safety:

- Supervised working. Staff and volunteers in support worker roles are never left unattended with clients. New staff and volunteers are always buddied with an experienced mentor.
- Effective work-based support. All our staff and volunteers are given weekly support through reflective practice / clinical supervision to help them identify and develop best working practice, processing any issues which might arise for them.
- Ongoing training - enabling staff and volunteers to continue learning about and reflecting on good practice, developing their self-awareness and increasing understanding about how their behaviours impact on others.
- Using our normal safeguarding policies and practices. As with all our work, all staff and volunteers would ensure optimum communication and effective case management to quickly identify any safeguarding risks to anyone involved.
- Proactively supporting staff wellbeing. As with our practice for supporting all our staff, we would all be mindful of the opportunity to signpost staff or volunteers to therapeutic support if we were concerned for any reason.

idDerby endeavours to be in contact with applicants within 2 weeks to inform them of the recruitment choice made, and can provide feedback on the choice made, by email, should the applicant request it.

Please note, any partnership organisations we work with will be consulted as part of this decision making process.

This policy was written with guidance from the following documents:

- <https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders>
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338933/Filtering_guide_v2.3.pdf

Additional reading:

- Equality Act 2010: <http://www.legislation.gov.uk/ukpga/2010/15/contents>
- The Code of Practice (under section 122 of the Police Act 1997): <https://www.gov.uk/government/publications/dbs-code-of-practice>
- Offences that will never be filtered from a DBS: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013): http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

Policy Created By	Rae Scudder	Date: 20.10.2024
Policy Approved by	Rosemary Peberdy	Date 20.10.2024
Next Review Due		Date: 20.10.2025
Policy Amended By	Rae Scudder	Date: 20.02.2025
Next Review Due		Date: 20.02.2026
Reviewed by	Rae Scudder	Date: 25.02.2026
Next Review Due		Date: 25.02.2027