

Calcot Services For Children.

This document includes:

- Letter to Applicant
- Guidance Notes for completing the application form
- Statement of Purpose
- Declaration of Convictions
- Declaration involving disqualification for Caring for Children Regulations 1991
- Policy on Equal Opportunities

Calcot Services For Children.

Dear Applicant

Thank you for the interest you have shown in this position and in joining Calcot Services for Children.

Please find enclosed the following items:

- Application Form
- Declaration of Convictions
- Guidance Notes on completing the Application Form
- Job Description and Person Specification
- CSfC's Equal Opportunity and Fair Treatment Policy

When completing your application form please pay particular attention to the Person Specification, as criteria from this will be used at the short listing stage. You should be able to demonstrate on your application form that you meet both the Job Description and the Person Specification.

What happens next?

- A panel of at least two people will select a shortlist based on the information provided on your application form and any extra documents supporting.
- Short listed candidates will be invited to an interview and advised of any special arrangements for the interview.
- If you have not heard from us by the interview date, please assume you have been unsuccessful.

It is the policy of CSfC to request references for all short listed candidates before the interview, unless requested otherwise. One of your references **MUST** be your current or most recent employer. Because of the nature of work at CSfC, the Director may wish to make further enquiries of previous employers, in addition to two references given. No offer of employment will be made without the receipt of three satisfactory references and employment cannot commence without a criminal records bureau certificate at enhanced level.

Right of Appeal.

We have enclosed a copy of our Equal Opportunity and Fair Treatment Policy. If you feel you have been discriminated against for any of the reasons set out in this document, please let us have written details of your complaint within 10 working days. This should be addressed to:

CSFC
Director
42 Bath Road
Calcot Row
Calcot
Reading
Berkshire
RG31 7QJ

The nature of the work of CSfC involves access to vulnerable children and young people, and highly confidential information, means that we are very careful to carry out as many relevant pre employment checks as possible before appointing individuals to positions within CSfC.

In addition to the criminal records bureau, CSfC will also be carrying out the following checks:

Client records.

Checks are made as to whether prospective employees are known to CSfC as a client. Any information obtained in this way will be entirely confidential to the Director or Proprietors, and the relevance of any such information to the position applied for will be the key factor.

Qualifications.

If you are short listed for interview you are asked to ensure that you bring with you any certificates of qualification.

Lastly, we would like to take this opportunity to wish you all the best with your application,

Yours sincerely,
Moirá Donovan
Director
CSFC.

Calcot Services for Children

GUIDANCE NOTES

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a position. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be short listed.

COMPLETING THE APPLICATION FORM

(a) General Information

1. Please read the job description and advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
2. Please use black ink or type your application form this helps when the applications are photocopied.
3. **Do not send a CV with your application** - we believe that by asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
4. Do not submit the same application form for more than one position. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy - the application form provides our first impression of you!
5. The selection criteria used for short listing are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.

6. If you wish to include additional sheets to support your application, please do so, ensuring that they are fixed securely to the application form. Please make sure you do not mark each sheet with your name, as personal information is kept separate during the short listing process.
7. Candidates with a disability who can show that they meet the person specification are guaranteed an interview.

(b) The Application form.

1. **Personal details** - In accordance with the 1998 Data Protection Act the information you provide on the application form will be used solely for the purpose of the CSfC recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable.
2. **References** - Due to the nature of positions at CSfC, no offer of employment will commence until we receive two satisfactory references.
3. **Recruitment Monitoring** - CSfC operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
4. **Asylum & Immigration Act 1996** - Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK and that permission does not prevent them from taking a job; or the person comes into a category where employment is allowed.
5. **Education, Qualifications & Training** - Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.
6. **Skills, Abilities, Knowledge & Experience** - This section is the most vital part of the form. You may be one of many people applying for a position, so your application needs to stand out by showing your suitability against the person Specification. You should also provide examples of how you meet the skills, abilities, knowledge and experience identified.

Some key words that may be in the person Specification are:

Experience: What have you already done where, when and how long?

Knowledge: What do you know and how do you apply what you have learnt to your present position or the one that you are applying for?

Ability /Skills: What can you do?

Managerial and Supervisor Skills: What responsibilities have you had for people or particular areas of work?

Clerical and Administration: Have you got experience of filing, photocopying, and office administration?

Numeracy: Can you deal with figures or use a spreadsheet? Are these skills at a basic, intermediate or advanced level?

Literacy: How good are you with words? What experience have you had in writing letters, reports, etc?

Information Technology: What experience have you had of computers, word processing, spreadsheets etc.?

Interpersonal: How well can you deal with people on a one to one basis, teams or in a group etc? What are your organisational skills and dealing with deadlines like?

Communication: Tell us about your communication skills presenting, persuading, negotiating, counselling etc.

7. **Disclosure of Criminal Convictions** - You will be required to complete a Declaration of Criminal Convictions and you should return this with your application form. The type of form will depend on the post for which you have applied.

You will be required to provide a list of all convictions, cautions and Reprimands and also undertake a Disclosure check.

A **Disclosure** is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the home office.

You may be asked to complete or obtain one of the following Disclosures:

Standard/ Enhanced - You may be asked to complete an application Form for a Standard or Enhanced Disclosure because you will be working in an establishment with children or young people.

Standard Disclosures - contain details of all convictions on record (including 'spent' convictions i.e. those that happened some time ago and normally no longer need to be revealed as specified in the ROA 1974) details of any cautions, reprimands or warnings. For positions involving 'working with young people' also giving information contained on a government department list of people considered unsuitable to work with young people.

Enhanced Disclosures - are for posts involving greater contact with young people. All Enhanced Disclosures involve an extra level of checking with local Police force records in addition to checks on the Police National Computer and the government department lists.

You will be sent directly the results of your check by the CRB and this will be copied to CSfC.

The Disclosure of a criminal record will not debar you from appointment unless the Employer has considered carefully the following factors; determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- The responsibilities of the position,
- The vulnerability of children/young people supported,
- The nature of the offence(s),
- The number and pattern of the offences)
- How long ago the offences) occurred,
- The age of the offender when the offences) occurred.

Information received from the CRB will be kept in strict confidence. Once a recruitment (or other relevant) decision have been made, CSfC do not keep Disclosure information for any longer than is absolutely

necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If you already have Disclosure and would like to use it for a second position please notify the Senior Manager. When making this decision they will take into account the length of time that has elapsed since the Disclosure was issued; the level of Disclosure; the nature of the position for which the Disclosure was issued; and the nature of the position for which you are now applying.

A copy of the CRB's Code of Practice is available on site at CSfC.

8. **Values** - The values are about the way we behave towards colleagues and the public. They're not a separate initiative, but need to be incorporated into everyday life at CSfC.
9. **Present/ Recent Employment** - Starting with your present employer, please complete this section in date order, beginning with your most recent position and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
10. **Return Address** - please return completed Application form to:

The Director
CSfC
PO Box 8081
Reading
Berkshire
RG30 9DU

DECLARATION FOR JOB APPLICANTS

Disqualification. For Caring for Children Regulations 1991; Children (Protection from Offenders), (Miscellaneous Amendments) Regulations 1997 (England and Wales)

The post you have enquired about is covered by the above regulations that set out circumstances (see 1. to 5 overleaf) in which an individual is disqualified from working in a post caring for young people/young people in the following areas:

- ❖ Voluntary and registered children's homes
- ❖ Day care of children under the age of 8
- ❖ Private fostering, child minding and day care

You are therefore asked to complete this declaration to confirm that you are not disqualified, and to return it to the address shown with your completed application form.

Regrettably, if you are unable to respond positively to the questions CSFC will be unable to proceed with your application and you' therefore need not return the documentation.

If you have any queries on this process please contact the senior manager at the address shown in the application pack.

Calcot Services For Children

STRICTLY CONFIDENTIAL

<p>DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974) EXEMPTED POSTIONS</p>
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Please note carefully the following information:

The position for which you are applying involves substantial access to young people. It is therefore exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order, and you are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

Have you ever been convicted of a criminal offence?

YES/NO

If YES, please give below details of all convictions and cautions, including "spent" convictions and cautions.

.....
.....

Under Government regulations CSfC is able (with your consent) to access records of criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete a Standard or Enhanced Disclosure Application Form. **If you do not give your permission for this check to be undertaken then it will not be possible to consider your application further.** As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with children and young people, which are maintained by the Department of Health and Department of Education and Skills.

NAMESIGNATURE.....DATE

For office use only

THIS DECLARATION MUST BE RETURNED WITH YOUR APPLICATION FORM

Date of Disclosure	
Type of Disclosure	
Post for which Disclosure was requested	
Reference number issued by CRB	
Recruitment decision taken	

Calcot Services For Children.

Dear Applicant

Thank you for the interest you have shown in this position and in joining Calcot Services for Children.

Please find enclosed the following items:

- Application Form
- Declaration of Convictions
- CSfC Broad objectives
- Ethos
- Job description and Person Specification

When completing your application form please pay particular attention to the Person Specification, as criteria from this will be used at the short listing stage. You should be able to demonstrate on your application form that you meet both the Job Description and the Person Specification.

What happens next?

- A panel of at least two people will select a shortlist based on the information provided on your application form and any extra documents supporting.
- Short listed candidates will be invited to an interview and advised of any special arrangements for the interview.
- If you have not heard from us by the interview date, please assume you have been unsuccessful.

It is the policy of CSfC to request references for all short listed candidates before the interview, unless requested otherwise. One of your references **MUST** be your current or most recent employer. Because of the nature of work at CSfC, the Senior Manager may wish to make further enquiries of previous employers, in addition to two references given. No offer of employment will be made without the receipt of two

satisfactory references and employment cannot commence without a criminal records bureau certificate.

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In addition to the criminal records bureau, CSfC will also be carrying out the following checks:

Client records.

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Qualifications.

If you are short listed for interview you are asked to ensure that you bring with you any certificates of qualification.

Lastly, we would like to take this opportunity to wish you all the best with your application,

Yours sincerely,
Moirira Donovan
The Director
CSFC.

When you have completed your application form and related paperwork please return it to:-

***Moirira Donovan
The Director
Calcot Cottage
PO Box 8081
Reading
Berkshire
RG30 9DU***

Calcot Services for Children

Please refer to the job description and the person specification when completing your application form. This page and overleaf of the application form will not be seen by those who have to decide on the list of applicants to be invited for interview

Post Applied For:

Please Note: This post is subject to an **ENHANCED CRB CHECK** before employment can commence.

Preferred form of address (e.g. Mr, Mrs, Ms, None):

Surname / Family:

First Name(s):

Previous Surnames:

Address:

Date of Birth:

.....

Age:

Post Code:

Mobile:

Tel No:

Email:

REFERENCES

Please give two referees to whom confidential enquires may be made. One **MUST** be your present or most recent employer. If you are at school or college or have recently left please give the name of your teacher or lecturer. Referees must not be members of your family or spouse/partner.

Name:

Name:

Address:

Address:

.....

.....

.....

.....

Post Code:

Post Code:

Email:

Email:

Relationship:

Relationship:

If short-listed may we approach this Person prior to interview? **YES/NO**

If short-listed may we approach this Person prior to interview? **YES/NO**

Please note that references will only be taken up if you are short listed for interview **UNLESS YOU HAVE REQUESTED OTHERWISE**. However no offer of employment will be made without the receipt of two satisfactory references, and a satisfactory **ENHANCED CRB CHECK**.

Declaration

I declare that the information set out in this Application Form is to the best of my knowledge true in all respects and I understand that giving false information / omitting to give information

may render me liable for dismissal if appointed

Signed:

Date:

CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address:
.....
.....

Tel No:

May we contact you discreetly at work?
YES/NOCurrent / Most Recent Post
Title:

Current / Final Salary:

Dates of From:
Employment:

To:

Brief Description of Duties and Responsibilities:

Reason for leaving:

Notice Period Required:

PREVIOUS EMPLOYMENTPlease complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.

Dates (Month / Year)	Employer (Name and Address)	Position Held	Reason for Leaving
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POST APPLIED FOR:

EDUCATION / QUALIFICATIONS / TRAINING

Dates	School / College / University	Qualification with Grades / Courses Attended
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SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Describe how you consider your skills, abilities, knowledge and experience are relevant to this position and describe those factors, which make you a particularly suitable candidate, including voluntary work and experience gained outside of work. Please refer to person specification and job description.

SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE (continued)

Please continue on a separate sheet if necessary.

Do you hold a full current driving YES/NO
licence?

Do you have daily use of a car?

YES/NO

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most - but not all - jobs if their convictions become spent.

It takes between 6 months and 10 years for a conviction to become spent.

Custodial sentences of more than 2 and half years can never become spent.

Positions where criminal convictions have to be disclosed are called 'exempted posts'; for exempted posts convictions are never spent and must be disclosed. The position that you are applying for is considered one of these under Section 4 (2) of the Rehabilitation of Offenders Act (Exemptions) Order 2001. We will require you to complete a Disclosure Check and an offer of employment will be subject to receipt of a satisfactory check.

The Disclosure of a criminal record will not debar you from appointment unless the selection panel determine that the conviction renders you unsuitable for appointment.

Please complete the enclosed DECLARATION OF CRIMINAL CONVICTIONS and return this with your application form. It will not be possible for us to consider your application form further if you have not returned this Declaration.

OUR VALUES

1. Identify and question our own values and prejudices and the implication for practice
2. Respect and value uniqueness and diversity, and recognise and build on strengths.
3. Promote the children and young people's right of choice, privacy, confidentiality and protection, whilst recognising and addressing the complexities of competing rights and demands
4. Assist the children and young people to increase control of and improve the quality of their lives, while recognising that control of behaviour will be required at times to protect the children, young people and Adults from harm.
5. Identify, analyse and take action to counter discrimination, racism, disadvantage, inequality and injustice, using strategies appropriate to role and context.
6. Practice in a manner that does not stigmatise or disadvantage individuals, groups or communities.
7. Encourage personal growth and promote innovation and creativity.

Calcot Services For Children

Verbal References

Name:

Start of Employment:

Unit / Position:

Referee
1:

Please Tick:

- Unsatisfactory
- Satisfactory
- Good
- Very Good
- Excellent

Date:

**Referee
1:**

Date:

Please Tick:
Unsatisfactory
Satisfactory
Good
Very Good
Excellent

Signature:

Position:

Calcot Services For Children.

Policy on the Recruitment of Ex-offenders

CFSC is working to create equal access to opportunities for paid employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, and marital status, responsibility for dependants, economic status, political values or offending background.

With some expectations, having a criminal record will not necessary bar an individual from working within our company. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, CSFC complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly.

As part of the recruitment and selection process at CSFC applicants are asked to provide details of their criminal record at an early stage on the disclosure form. CSFC guarantee that only senior staff members will see this information, as part of our confidentiality policy.

We ensure that those involved in the recruitment and selection processes have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to employment of ex offenders, e.g. Rehabilitation of Offenders Act 1974 (ROA).

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Calcot Services For Children

DECLARATION BY JOB APPLICANT

Disqualification for Caring for Children Regulations 1991; Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997 (England and Wales)

I, the undersigned, do hereby declare that:

1. I have never been concerned with a voluntary or registered home which has been removed from the register; and
2. I have never made an application for registration of a voluntary or registered home which has been refused; and
3. I have never been prohibited from being a private foster parent or been refused registration to be a child minder or provider of day care or had such registration cancelled; and
4. I have never had a child who has been the subject of a Care Order, or where an order has been made (under any UK legislation) with the purpose of removing that child from my care, or of preventing that child from living with me; and
5. I have never had a conviction for any offence involving a child (including convictions for indecent photographs of children), any sexual offence, or any offence of violence.

I give my consent for any necessary enquiries to be made to verify the above declaration.

The information on this form is correct and complete to the best of my knowledge and belief.

Signed:

Date:

Name in block capitals:

Post applied for:

For Manager's Use

Declaration checked at interview and found to be satisfactory/unsatisfactory.

Signed:

Date:

Comments:

Information verified against police check and Proprietors notified

Signed:

Date:

CALCOT SERVICES FOR CHILDREN

Job Description

Residential Care Worker

Summary of responsibilities

1. To be responsible to the registered Manager and senior members of staff for the direct day to day care of the young people and support of the staff team. To actively promote CSfC's philosophy of creating a jargon free family style home and maintain CSfC's statement of purpose.

Professional child care practice

2. To contribute to the normal development of the children and young people through the provision of a healthy lifestyle, a variety of appropriate stimulating activities and a consistent and caring adult model.
3. To be alert to signs of distress or abuse, and to ensure that the children/ young people are monitored and protected.
4. To be sensitive to the needs of individual children/young people, taking into account race, culture, language and religion.
5. To talk to and listen to children/young people, and to observe their behaviour, and record significant features.
6. To attend group meetings with an awareness of how communication promotes emotional growth and development whether verbal or non verbal.
7. To contribute to care planning, participating in reviews and other meetings as required, and to assist in the implementation of care plans.
8. To compose monthly reports and written assessments when required.

9. To carry out the responsibilities of a key worker as described in CSfC's staff policy and guidelines handbook.
10. To be aware of and have an understanding of the therapeutic community model on which the home's practice is based and the theories that underpin the model.
11. To promote CSfC's philosophy of behaviour management through consistency, respect, warmth and empathy and above all compassion.
12. To provide for the young person's physical needs as necessary, for example, by cooking, washing, ironing, shopping, bathing, budgeting, or by enabling young people to carry out such tasks for themselves.

Profession a practice

13. To act as a member of the staff team, supporting colleagues and receiving support as necessary. To work professionally with families and outside agencies including social workers, teachers, therapists and others.
14. To participate in staff meetings; consultation sessions, supervision sessions and handovers to ensure consistency and good practice.
15. To maintain good record keeping and effective methods of communication to ensure consistency including daily checking of diary, children's record books and communications book.
16. To act flexibly in order to ensure the necessary cover required in the home/s.
17. To maintain CSfC's policies regarding Health and Safety, Confidentiality, Equal Opportunities and Anti discriminatory practice.

Personal

18. To keep abreast of good practice in order to develop skills, knowledge and experience and make use of regular professional supervision.
19. To attend staff training and identify your own specific training needs as well as monitoring the needs of staff supervised.
20. To report to the registered manager, or other appropriate person, malpractices or evidence which may suggest it?

Other responsibilities

21. To share in the practical activities necessary to maintain a home.
22. To set high standards in home making.
23. To take responsibility for an area of particular responsibility as set out in CSfC's staff policy and guidelines handbook.

24.To be accountable for budgets allocated for specific purposes.

25.Above all, create a warm, safe environment that allows each young person space for personal growth and the time to heal.

Conditions of work

This post requires the worker to follow a rota completed by the registered manager that include sleep in duties, evenings, weekends and bank holidays.

THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET:-

1. Formal interview
2. Practice shift
3. Written exercise
4. Medical if required
5. Enhanced Criminal Records Bureau Disclosure (CRB)

Jan 07 (CS28)

CALCOT SERVICES FOR CHILDREN

PERSON SPECIFICATION

THE ABILITY TO CELEBRATE DIVERSITY

COMPASSION

WARMTH

HONESTY

COMMITMENT

KNOWLEDGE

EXPERIENCE

LOYALTY

HUMOUR

EMPATHY

RESPECT FOR OTHERS

DISCRETION

PROFESSIONALISM

GENUINENESS

THE ABILITY TO APPLY ANTI OPPRESSIVE PRACTICES IN ALL
AREAS

