



**A world in which Autism is celebrated.**

Registered Charity No. 1152188

## **Employment**

### **40. Recruitment Policy.**

We recognise that it is essential to treat all staff, paid or voluntary, as you would any job applicants.

All vacancies will be advertised on the staff noticeboard prior to being advertised locally through newspapers, and online media and will include the following:

- Job title
- Main responsibilities of the role
- Some information about the organisation e.g. ethos
- Salary
- Minimum level of qualification
- How to apply
- Closing date
- Sentence about applicants being subject to pre-employment checks including a DBS checks
- Organisation Safeguarding statement regarding our commitment to safer recruitment and safeguarding children e.g. 'This organisation is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers will be expected to share this commitment.'

Our application form will contain a statement saying 'this post is exempt from the Rehabilitation of Offenders Act 1974. You must disclose all convictions irrespective of whether they are spent or not. Please attach details in a sealed envelope'.

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job.

We will clearly define the role and agree this with the manager and trustees in our organisation.

The job description will include the main responsibilities of the role and job purpose. (Sample: Appendix A)

The person specification will list the essential and desirable criteria for the post. (Sample Appendix B)

Applicants will be short listed for interview by the management team including the manager, deputy and room supervisor.

Short listing will be done in accordance with the person specification where we will review the application form against the essential and desirable criteria.

We will identify any gaps in employment history, which we will follow up in the interview.

Data to be obtained;

- Name
- Date of Birth
- Current and previous address for past 5 years
- Photo ID

Applicant will be required to attend an interview to ascertain suitability and describe prior experience.

We will interview face to face, with at least two representatives from our organisation.

We will explore the applicant's motivation and suitability to work with children and knowledge of autism. To help us achieve this we will use a range of different interview questions to explore the applicant's personality as well as their work experience.

We will discuss our safeguarding policy to ensure that the applicant has the ability and commitment to meet the standards required.

A safeguarding scenario will be used to see how the applicant responds.

We will explore any gaps in employment.

Applicants are asked to confirm whether they have ever had a safeguarding allegation made against them.

Records will be completed to show how the applicant has responded and scored on the questions.

Prior to appointment contact, at least two people who have direct experience of applicant's work history involving children and/or young people. References should be submitted in writing, with at least one written reference will be confirmed verbally.

Referees will be asked specific questions in relation to:

- The applicant's suitability to work with children and or young people
- Whether the referee has any concerns about the applicant taking on this job role
- Whether they have any knowledge of the applicant being investigated over safeguarding issues
- The reason for leaving this employment.

Check:

- ALL details
- Any gaps in time frame
- Previous work experience with children/young people (Formal & Informal)
- Why applicant wants to work in setting
- Any doubts arising from answers given

Any appointment will be subject to a probationary period.

An Enhanced DBS check will be initiated via UCheck once an appointment is made and appointed staff will be encouraged to enroll on the update service.

Those new staff with an existing valid Enhanced DBS with a current employer will be allowed to commence employment, but will only be allowed to work in the main area and in a supervised capacity until receipt of an Enhanced DBS for this setting, unless they are on the update service. Update service is monitored yearly with those not on the service are rechecked every 3 years.

Those staff without an existing valid Enhanced DBS will not commence employment until receipt of an Enhanced DBS for this setting.

Each successful applicant will be given an Induction at the earliest opportunity.

Sunbeams reserves the right to promote or change job roles within the organisation where a suitable staff member has been identified.

This policy was adopted on	20 <sup>th</sup> April 2015
Policy updated	April 2024
Date to be reviewed	April 2027
Signed on behalf of the management committee	
Name of Signatory Susan Carr	
Role of Signatory CEO	

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	29/04/2026

# Appendix A

## Job Description (Example)

**Job Title:** Sessional play worker

**Accountable to:** Centre Manager or Deputy

### Purpose of the job

To assist the Manager and Deputy with the running of all play sessions for children on the Autistic Spectrum and their siblings.

To help organise and develop safe, cultural, age and ability appropriate play and art activities for all the children.

To maintain the health, safety, emotional and physical well-being of all of the children at all times.

To maintain the play equipment and report any broken equipment to the Manager or Deputy

### Responsibilities

- To support all other staff in providing suitable play and art activities
- Provide information for risk assessments and report to the manager any identifiable risks
- To meet and greet the children
- To provide one to one support where necessary
- Liaise with the Safe-guarding lead regarding any safeguarding concerns
- Safeguard all children at all times
- Make all children feel valued
- Practice and value diversity
- Liaise with parents at the end of sessions
- To attend training sessions as and when required
- To be flexible in your working arrangements
- To work within guidelines, policies, and procedures
- Complete children and young people's 'All About Me' folders including next steps
- Provide Intimate Care (applies to those who are willing and have signed agreement)
- Take part in housekeeping ensuring Sunbeams is clean and tidy ready for next session (this can include tidying, hoovering, mopping and cleaning kitchen).

## Appendix B (example) Person Specification

You must have

- Relevant Childcare Qualification
- Previous experience of working with children with special needs and/or Autistic Spectrum disorders
- An ability to develop relationships with other staff members, children and parents
- Good listening, talking and communication skills
- Ability to be vigilant
- Good understanding of safeguarding

Be able to

- Be a team player and have the ability to work within groups
- Follow instructions and act quickly when necessary
- Work in a busy environment
- Use one's own initiative
- Ability to work on your own
- Flexible approach
- Adapt to meet individual needs.
- Undertake additional training where needed