



# **BRIGHTER DAYS RESIDENTIAL**

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## RECRUITMENT AND SELECTION POLICY

We are committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.

## **1. Introduction**

We use robust recruitment and vetting procedures to help deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. We will also take immediate action where we believe an individual may be at risk, or it is alleged that a child is suspected of being abused. Our primary concern, at all times, is the welfare and safety of all members of our community including children, young people, staff and visitors.

This policy and all associated procedures apply to all staff and should be read in conjunction with other safeguarding and employment policies.

## **2. Equality and diversity**

We adhere to a policy of equality and diversity and all applications will be considered on the basis of the knowledge, understanding, skills, qualifications and experience required to undertake the roles and responsibilities of the post.

As a Disability Confident Committed employer we welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation. Applicants will be invited to complete an equal opportunities monitoring form (Appendix 11) as part of the application process which will not be available to the selection panel and will not be used in the shortlisting process.

We will apply the following principles in recruiting or selecting for positions, whether externally or internally:

- individuals will be assessed according to their personal capability to carry out a given job;
- assumptions will not be made that only certain types of person will be able to perform certain types of work;
- the required level of skills, knowledge or qualifications will not be overstated;
- avoid specifying an age requirement—while there may be instances where this can be objectively justified, these are likely to be rare; if considering an age limit for a particular post, managers should first consult their Group People Partner;
- avoid asking for ‘so many years’ experience’—again, this will amount to indirect discrimination unless it can be objectively justified;
- avoid recruiting only internally or by word of mouth unless there is a good reason for doing so—advertising more broadly may help increase applications from a more diverse pool of talent;

- selection tests should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for the work;
- review selection tests regularly to ensure they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism;
- process all applications in the same way and ask the same questions at interview;
- keep written records of interviews and reasons for appointment and non-appointment, in accordance with our Data Protection Policy and Application for Employment Privacy Notice;
- ensure that questions at interview relate to the requirements of the job;
- if a provision, criterion or practice for recruitment and selection puts disabled people at a substantial disadvantage for a reason connected with their disability, ensure that reasonable adjustments are made to eliminate or, if that is not reasonably practicable, reduce the disadvantage. This could, for example, mean making different interview arrangements for an applicant with mobility problems or arranging for facilities for applicants with sight or hearing impairments; and
- decisions regarding the method of recruitment or selection or who is recruited or selected should only be made by a person who has read and understood this policy and undergone relevant training, including safer recruitment training.

### **3. Advertising of posts**

Unless there are exceptional circumstances, the occurrence of a vacancy or creation of a new position will normally be advertised within the setting, on the Brighter Days Website and through online recruitment boards such as, CV Library, TES, and Indeed. Senior posts may also be advertised in the national press.

All advertisements will make clear:

- our commitment to safeguarding and promoting the welfare of children and
- the need for the successful applicant to undertake a range of vetting checks including a criminal record check via the Disclosure and Barring Service (DBS).

Other information will include the post title, salary (with scale point where relevant) and experience/qualifications necessary for the post.

#### **4. Candidate information pack**

All prospective employees will be sent a candidate information pack which includes the job description, person specification (where appropriate), application form (Appendix 2) and associated guidance notes (Appendix 3) and an Application for Employment Privacy Notice (Appendix 4). Please note that the Privacy Notice ensures we discharge our obligations under UKGDPR so it is essential that this is sent to candidates with the other information.

All applicants must complete the application form in full and return it in accordance with any deadline specified. We will not accept a curriculum vitae in place of an application form. However, applicants may attach relevant supplementary information and/or documents.

#### **5. Short-listing**

Short-listing is conducted by a minimum of two people from the Setting's nominated shortlisting panel and is based on the information presented in the completed application form, as measured against the criteria detailed in the job description and person specification. On receipt all applications are scrutinised to ensure that:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any gaps in employment are identified.

Incomplete applications are not accepted and may be rejected without further consideration.

Any anomalies, discrepancies or gaps in employment, identified by the scrutiny, are noted and will be taken into account when considering whether to short-list the applicant.

Prior to interview, shortlisted candidates will be asked to complete a criminal record self- declaration form so that they have the opportunity to share relevant information and discuss it at interview stage. The forms they are asked to complete enables us to check whether they are barred from working with children, whether they have convictions and they may help identify any incidents or issues that have happened, which are publicly available online, that would make them unsuitable to work with children or in the role for which they have applied and been shortlisted.

Shortlisted candidates will be asked sign these forms confirming the information they have provided is true.

Shortlisted applicants will usually be invited for a visit to the setting. See Appendix 5 for criminal records self-declaration form template.

## **6. Setting Visits**

Visits by shortlisted applicants are actively encouraged and form a valuable part of our recruitment and selection process. Candidates are given a 'look around' and accurate information relevant to the position. The member of staff hosting the visit will always be someone who has the necessary expertise and experience to answer any queries raised. Candidates who undertake a site visit will be assessed on their performance during the look around including their enthusiasm, demeanour and professionalism whilst on site.

## **7. References**

Wherever possible, references will be taken up before interview and any concerns raised will be explored with referees further and taken up with the candidate at interview. When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person.
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. We will obtain at least 2 references covering the past 5 years of employment. If you are applying for a position in Care we will request references from every previous care provision that you have worked for

For internal candidates we will obtain a line manager's reference. Additional referees may include previous employers or professionals who have known the candidate

personally for at least two years. Character references from friends or relatives will not be accepted.

A copy of the job description and person specification, for the post for which the person is applying will be included with all requests. Every request will ask:

- about the referee's relationship with the candidate;
- whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and
- for specific comments about the applicant's suitability for the post, and how they have demonstrated that they meet the person specification;
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns.

In addition to the above, requests addressed to a candidate's current or previous employer in work with children will also seek:

- confirmation of details of the applicant's current post, salary, and attendance record
- specific verifiable comments about the applicant's performance history and conduct
- details of any disciplinary procedures the applicant has been subject to, particularly those related to the safety and welfare of children or young people
- details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

All referees will be reminded that:

- they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission and
- relevant factual content of the reference may be discussed with the applicant.

References will be checked, on receipt, to ensure that all specific questions have been answered satisfactorily. The referee must be contacted to validate the reference and provide further clarification as appropriate, for example, if the answers are vague. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate and details recorded.

See Appendix 8 and Appendix 9 for the standard reference request template letter and pro forma.

## **8. Interview**

Candidates are normally interviewed by a panel, of at least two people, whose number and experience vary according to the nature and seniority of the position advertised. At least one member of interview panels will have successfully completed safer recruitment training.

Where possible, all senior care vacancies will have some form of young person involvement, usually taking the format of pre-agreed questions being asked by the young people at the beginning of the interview. These questions are to be discussed prior to the interview and therefore asked in the absence of the young person if they are unable to attend. The candidate's answers to the questions are then to be scored by the young person and interviewers are to take feedback once the interview has concluded.

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Interviews will normally follow a pre-determined format with the panel agreeing a set of specific questions they will ask all candidates, in order to establish their suitability for the position. A candidate's response to a question will determine whether and how that is followed up. All responses are recorded.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore the following:

- verification of the candidate's identity, qualifications and experience;
- verification of the candidate's registration with a professional body;
- gaps in the candidate's employment history; and
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.

The panel will also ask the candidate if they wish to declare anything, in light of the fact that an application for a criminal record check (DBS check), barred list check and prohibition check (as appropriate) will be required.

After each interview, the candidates are measured against the relevant person specification. The panel will deliberate whenever there is more than one suitable candidate for a particular position.

Interview notes will be retained on personnel files for the duration of employment.

## **10. Pre-employment checks**

All offers of employment will be conditional upon satisfactory completion of pre-employment checks.

All offers of employment are made in writing, giving details of the post, contract type, salary, salary range and/or scale (if applicable), start date, and duration of the probationary period. Successful candidates are asked to reply in writing, stating their acceptance of the post.

All offers are conditional on:

- A satisfactory enhanced Disclosure and Barring Service check at the appropriate level for the role
- At least two references. As you are applying for a position in Care we will request references from every previous care provision that you have worked for.
- Verification of identity
- Verification of right to work in the UK
- Verification of mental and physical fitness to carry out work responsibilities
- Any additional checks needed for time spent living or working overseas
- Qualification checks

All information from pre-employment checks will be recorded on the setting's single central record (SCR). Copies of these checks, where appropriate, will be held in individual personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below

### **New staff**

When appointing new staff or volunteers, we will:

- Verify their identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- Obtain an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain

the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken

- Obtain a separate barred list check if a candidate will start work in regulated activity before the DBS certificate is available
- Verify candidates' mental and physical fitness to carry out their work responsibilities by asking successful candidates relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role as per the health monitoring and review form in Appendix 7
- Verify candidates' right to work in the UK. We will keep a copy of this verification for the duration of employment and for 2 years afterwards
- Verify professional qualifications, as appropriate
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. If the person has lived or worked outside the UK for 3 months or more

within the last 10 years, we will make any further checks we consider appropriate. Where the person has ever worked outside of the UK with children we will make 3 reasonable attempts to obtain this information. See Appendix 10 for more details. Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, can be found on GOV.UK. Where available, such checks will include:

- For all staff: criminal records checks for overseas applicants Regulated activity means a person who will be:
  - Responsible, on a regular basis, caring for or supervising children; or
  - Carrying out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or
  - Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Other than in exceptional cases where a risk assessment has been agreed and implemented with support from Brighter Days RI, successful candidates will not be permitted to commence until all necessary checks have been completed, and a separate barred list check has been obtained.

## **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

## **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will request written confirmation from the agency, prior to any individual taking up any work that they have carried out the checks required. We will also check that the person presenting themselves for work is the same person on whom the checks have been made by checking photographic ID and their original DBS check on their first day of employment.

## **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the children's home has had the appropriate level of DBS check

. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity

- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the children's home.

## **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

## **12. Employment of ex-offenders**

The suitability for employment of a person with a criminal record will vary, depending on the nature of the job and the details and circumstances of any convictions.

We will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. We will make appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with us. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within our children's homes are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All shortlisted applicants will therefore be asked to declare convictions, cautions, reprimands or final warnings which are not filtered (or 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)).

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment

has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for us to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position in one of our children's homes.

We will make a report to the Police and/or the DBS if we:

- receive an application from a barred person;
- are provided with false information in, or in support of an applicant's application;  
or
- have serious concerns about an applicant's suitability to work with children.

### **Assessment criteria**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the applicant.

### **Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will carry out a risk assessment by reference to the criteria set out above which will include inviting the person concerned to a discussion with the Registered Manager/ responsible individual to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out in conjunction with the RI and/or Head of Safeguarding, and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant should not commence employment.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, we may, where practicable and at our discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

#### Retention and security of disclosure information

It is our policy to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, we will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months.
- keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

### **13. DBS update service**

All employees are required to join the DBS update service when applying for a new DBS check; and give consent for the organisation to carry out instant checks online as and when appropriate.

Online DBS checks will be carried out at least every three calendar years for any member staff who remains employed within the organisation.

### **14. Staff training**

All staff involved in the recruitment and selection process will receive training, appropriate to their role and responsibilities. At least one member of selection panels must have successfully completed safer recruitment training.

## **15. Implementation, monitoring, evaluation and review**

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Recruitment & Selection Policy' is the Registered Manager.

The designated member of staff is also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy. An electronic copy is posted on our website.

This policy document will be reviewed at least annually and, if necessary, more frequently in response to any significant new developments in national, local and organisational policy, guidance and practice.

The proprietor, Brighter Days , will also undertake an annual review of the children's home's policies and procedures relating to safeguarding, and ensure that all duties have been discharged in accordance with current legislation, regulations and statutory guidance.

## ***Appendix 1 (Application Form – Children's Homes)***



# **BRIGHTER DAYS RESIDENTIAL**

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## Application for Employment

Setting applied for:	
Position applied for:	

Where did you hear about the role?	
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Brighter Days is an Equal Opportunities employer and your application for employment will be assessed solely on its merits. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants.

#### DISCLOSURE AND BARRING RECRUITMENT CHECKS

We are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.

Are you on the DBS update service?  Yes  No

Do you have a DBS certificate?:  Yes  No Date of check:

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks.

#### TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived or worked outside of the UK, we may require additional information in order to comply with 'safer recruitment' requirements, for example overseas criminal record checks and any further checks we consider appropriate (in addition to the usual pre-employment checks). If you answer 'yes' to the question below, we may contact you for additional information in due course.

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- Any information contained in the application form
- The length of time you've spent in or out of the UK
- Whether you have worked in a role with children and/or young people outside the UK

Have you lived or worked outside of the UK?  Yes  No

#### RIGHT TO WORK IN THE UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested, a copy of which will be retained on your personnel record for the duration of your employment.

SIGN AND DATE
Name (please print): Sign:
Date:

Please note: we will usually only be in contact if you are shortlisted for a role.

### 1. PERSONAL INFORMATION

Surname / Family Name		Forename(s)	
Previous surnames		Title:	<i>Mr Mrs Miss Ms Other (circle)</i>
Address			
Home Tel. No.		Postcode	
Email Address			
N.I. Number		Date of Birth	

**DISABILITY AND ACCESSIBILITY**

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

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Please indicate whether you have any family or close relationships with existing employees or employers of Brighter Days or are the parent/carer of any young person that attends a Brighter Days setting?	Yes / No
If Yes, please give details	

Driver details	
Do you hold a full and valid driving licence?	• Yes <input type="checkbox"/> No
Do you own a roadworthy motor vehicle?	• Yes <input type="checkbox"/> No
Summary of Entitlement (e.g. B,BE,C1,C1E,D1,D1E, f,k,l,n,p):	

Do you have any endorsements?*	• Yes <input type="checkbox"/> No
If Yes, please give details	

## 2. EDUCATION & TRAINING

Proof of professional and/or relevant qualifications will be required

Please list all secondary, further and higher education establishments attended specifying start/finish dates, qualifications (including GCSEs or equivalent), grades, levels and date of award.

Secondary Education	Dates (From /To)	Qualifications*	Grade/Level	Date of Award
Further / Higher Education	Dates (From /To)	Qualifications*	Grade/Level	Date of Award

Other Relevant Training e.g. Child Protection, Health & Safety, First Aid, Team-Teach, etc.

Please only list training that you have undertaken in current or previous roles that is relevant to the position you are applying for.

Training Organisation	Course Title / Qualification*	Course Duration	Date Completed

\*Please continue on a separate sheet if necessary.

### 3. CURRENT OR MOST RECENT EMPLOYER

Please provide full details of your current or most recent employer this should include a contact name and number, notice required, specific reason for leaving and key duties and responsibilities.

Employer Name			
Contact Name:		Contact Tel. No.	

Address			
		Postcode	
Email address		Fax No.	
Date started*		Current Salary	
Date finished		Notice required	
Job Title		Contracted Hours	
Specific reason for leaving			

<b>Key Duties/Responsibilities</b>			

#### 4. EMPLOYMENT HISTORY

Please provide a full employment history (including part time, temporary and voluntary work) since leaving secondary education.

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Please state starting/ finish **day** (1<sup>st</sup>, 2<sup>nd</sup>, etc) of employment, wherever possible.

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

Employer Name and Address	Job Title & Key Duties/Responsibilities		

Dates (From / To) incl. day*/month/year			Salary	
Specific Reason for Leaving				

Employer Name and Address	Job Title & Key Duties/Responsibilities			
Dates (From / To) incl. day*/month/year			Salary	
Specific Reason for Leaving				

Continue on a separate sheet if necessary.

**Please explain any gaps in your employment history since leaving secondary education.**

Brighter Days follows **Safer Recruitment** policy and procedure; it is therefore essential that you give dates for, and provide an explanation for, **all and any gaps** in your Education and subsequent Employment History since leaving secondary education. *e.g. unemployment, ill health, family commitments etc.*

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
Explanation:		

Dates (From / To) incl. day*/month/year		
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Explanation:	
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Dates (From / To) incl. day*/month/year		
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Explanation:	
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Have you ever been subject to any disciplinary procedures / allegations related to children or vulnerable adults during your employment history?	Yes	No	N/A
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If Yes, please give details

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## **5. STATEMENT OF COMPETENCE FOR THE ROLE**

This is an opportunity for you to demonstrate your suitability and competence for the role advertised. Please fill in the section below, comprehensively detailing real life examples which demonstrate that you have the skills, knowledge, experience and personal qualities required to carry out the roles and responsibilities as outlined in the job description and/or person specification. (max 500 words)

6. **ADDITIONAL INFORMATION** - Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## 7. REFERENCES

Please provide details of professional referees, one of whom must be your current or most recent employer. The referees should be from different organisations wherever possible. Where applicable, we will secure a reference from the relevant employer from the last time you worked with children. Please note that character references will not be accepted. As you are applying for a position in Care we will request references from every previous care provision that you have worked for.

References will be taken up prior to interview wherever possible. Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. By giving us this information, you consent to us contacting these referees.

If you don't wish us to contact your referees without your prior agreement, please tick this box:

<b>Name</b>	
<b>Position</b>	
<b>Capacity in which known</b>	
<b>Name of organisation</b>	
<b>Address (incl Postcode)</b>	
<b>Telephone No.</b>	
<b>Email Address</b>	
<b>Time known</b>	

<b>Name</b>	
<b>Position</b>	
<b>Capacity in which known</b>	
<b>Name of organisation</b>	
<b>Address (incl Postcode)</b>	
<b>Telephone No.</b>	
<b>Email Address</b>	
<b>Time known</b>	

<b>Name</b>	
<b>Position</b>	
<b>Capacity in which known</b>	
<b>Name of organisation</b>	
<b>Address (incl Postcode)</b>	
<b>Telephone No.</b>	
<b>Email Address</b>	
<b>Time known</b>	



# **BRIGHTER DAYS RESIDENTIAL**

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Application for Employment  
Guidance Notes

# Guidance Notes

## Application Procedure

**PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.**

*These notes are for information only and do not constitute part of any subsequent contract of employment.*

Completing the enclosed application form is the first step in the recruitment process which may lead to an interview and the possible offer of employment. It is therefore most important that you complete ALL sections of the application form as fully and accurately as possible; if some parts are not relevant, write 'not applicable' or 'N/A' in that space. The information you provide is covered by UKGDPR legislation. Please see our Application for Employment Privacy Notice for further details of why we need the information we have asked for and what we do with it.

Please type or write clearly and legibly using black ink, as these forms may be photocopied.

You must not send us your CV instead of filling in the application form, it will not be considered as a substitute, during the selection process. However, you may attach any other relevant supplementary information or documents.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION.**

Please note that, if short-listed for interview, proof of professional and/or relevant qualifications will be required as well as a completed criminal records self-declaration form.

Please note: we will usually only be in contact if you are shortlisted for a role.

## Safeguarding and Child Protection

Brighter Days is committed to safeguarding and promoting the welfare of its children and young people and we expect all staff to share this commitment. Safeguarding is everyone's responsibility. You will be expected to engage in annual safeguarding training, be familiar with key policies and ensure you know the steps to take should you be made aware of a safeguarding or child protection concern. You will remain vigilant and act swiftly if you have concerns about a child and be an appropriate role model for both children and colleagues at all times.

Recruitment of all staff who work with young people at Brighter Days , is in line with 'Keeping children safe in education' guidance and is conditional on satisfactory references, enhanced DBS checks, barred list checks and prohibition checks (as appropriate).

Further information about DBS checks and documentation needed to apply for a check can be found here: <https://www.gov.uk/criminal-record-check-documents>

#### Employment of ex-offenders

The suitability for employment of a person with a criminal record will vary, depending on the nature of the job and the details and circumstances of any convictions.

We will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. We will make appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with us. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within our children's homes are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All shortlisted applicants will therefore be asked to declare convictions, cautions, reprimands or final warnings which are not filtered (or 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)).

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for us to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position in one of our children's homes.

We will make a report to the Police and/or the DBS if we:

- receive an application from a barred person;
- are provided with false information in, or in support of an applicant's application;  
or
- have serious concerns about an applicant's suitability to work with children.

#### Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the applicant.

#### Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will carry out a risk assessment by reference to the criteria set out above which will include inviting the person concerned to a discussion with the Registered Manager/responsible individual to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out in conjunction with the RI and Group Head of Safeguarding, and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant should not commence employment.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, we may, where practicable and at our discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

#### Retention and security of disclosure information

It is our policy to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, we will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months.
- keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

## Equality and Diversity

Brighter Days is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

Brighter Days values diversity in its workforce and is committed to employing the best candidate for any position. In order to minimise the risk of discrimination, Brighter Days will focus solely on establishing a candidate's relevant skills, qualities and experience throughout the recruitment process and only requests personal details considered relevant to the post.

Where appropriate, Brighter Days will endeavour to make all reasonable and effective adjustments during the recruitment and selection process.

As part of our commitment to equality of opportunity, we collect monitoring data on all applicants for our roles, by asking applicants to complete an equal opportunities monitoring form. This monitoring form is voluntary, but the information we collect is very useful in helping us to ensure we are inclusive in our advertising and recruitment. This form will be separated from your application form before the short listing and interview process begins and will not be available to the selection panel. The information provided on the form will be used for statistical monitoring purposes only. Recording of data will be anonymous and the form will be destroyed no later than 6 months after the role closes. For successful appointees, monitoring data will be kept on employment profiles and will only be accessible by the employee and relevant members of Brighter Days team.

### Appendix 3 – (Criminal records self-declaration form)

#### Criminal records self-declaration form

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As part of our duty to safeguard children and young people, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role for which you have applied and been shortlisted.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are ‘protected’, as defined by the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If you’re not sure whether one of your convictions is ‘protected’, you can [check here](#).

If you accidentally provide information about ‘protected’ convictions or cautions, we won’t take this into account.

#### How we’ll use this information

We’ll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or a section 128 direction
- Inform our conversations with you about any relevant details during the selection process We won’t use this information to make decisions about job offers.

If we offer you a position, we’ll compare the information you’ve provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Your details	
Name:	
Role applied for:	
Self-declaration	
The role you’ve applied for is ‘regulated activity’, so is eligible for a barred list check.	<ul style="list-style-type: none"><li>• Yes</li><li>• No</li></ul>

Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<p>N.B. This question is only required for management positions including any position which is part of a SLT within a setting, governor or member of the proprietor body. If it not relevant to the post for which you are applying please select N/A.</p> <p>Are you subject to a section 128 direction?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• N/A</li> </ul>
Do the police or children's social care have your name and/or information on file for any reason?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Is there any information that may/does appear on your DBS certificate?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the home aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signature		Date	
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**Appendix 4 - (Health Monitoring Form)**

Care and Night Care staff HEALTH MONITORING & REVIEW FORM

Brighter Days take the welfare of all our employees seriously. The group is bound by The Management of Health and Safety at Work Regulations 1992 and is required to make assessments of risks to which employees may be exposed at work. In addition to this the relevant Regulations covering recruitment in children's homes requires us to assess the fitness of any employee to carry out the work. The information you provide will be treated in the strictest confidence and in accordance with the Company's Data protection Policy .

To ensure compliance with Health & Safety at work and working time requirements employers also need to assess employee's fitness for work when undertaking night work (including the hours 22.00-04.00). Completion of this questionnaire will highlight any potential health issues and should be completed at the start of employment/beginning of night work and on an annual basis thereafter for those engaged in night work.

Name	
Job Title	
Setting Name	
Managers Name	

Do you presently suffer or have you in the past suffered any illnesses, injuries, conditions or problems involving or affecting any of the following: <b>(please tick)</b>									
Heart/Circulatory System	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Blood	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heart	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Respiratory system incl. asthma	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Dizziness/fits/fainting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Headaches/migraines	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Epilepsy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	High blood pressure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Eyesight	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Hearing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Back/neck	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Bones/joints/muscles	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Arthritis/rheumatism	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Mobility	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Hernia/rupture	Yes		No		Stomach/Intestinal	Yes		No	
Kidneys/liver	Yes		No		Bowel/bladder	Yes		No	
Diabetes	Yes		No		Skin	Yes		No	
Allergies incl. hay fever	Yes		No		Depression/anxiety	Yes		No	
Any condition which causes difficulties sleeping	Yes		No		Chronic chest disorders, especially if night-time symptoms occur	Yes		No	
Any Medical condition requiring medication to a strict timetable	Yes		No		Any other health factors that might affect fitness at work	Yes		No	
For existing employees only: Any concerns about your health since commencing night work	Yes		No						

Are you currently taking any prescribed medication?	Yes		No	
Are you currently under the care of a health care professional?	Yes		No	
Do you suffer from any condition that could be considered a disability under relevant Equality Act legislation?	Yes		No	
Has your employment ever been terminated on the grounds of ill health?	Yes		No	
Have you ever made a claim for occupational injury or ill health?	Yes		No	
Have you worked in an industry with high noise exposure levels?	Yes		No	
Have you ever been exposed to any biological agents, infectious diseases or toxic materials?	Yes		No	

If you have answered 'Yes' to any of the questions above, or know of any other health information which might be relevant please provide further details below. You may be asked by your manager to be referred to the company Occupational Health Provider

for further assessment. Signing below confirms you understand this further assessment might be required and to confirm all the information given is true to the best of your knowledge.

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Employee Signature		Date	
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Setting Manager comments (including record of discussion about any declared conditions:

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Manager Name:			
Manager Signature:		Date:	

**Appendix 5 – (Reference request form)**

Candidate details

Requesting reference for:	[insert name of candidate]
Position applied for:	[insert position applied for]

Please complete the following questions:

In what capacity did you employ the applicant?
Please give the dates between which they worked with/for you and the role(s) that they held, as well as details of their most recent salary.
Employed from:
Employed to:
Position Held:
Most recent salary:

Why did the applicant leave your employment? (If dismissed, please provide details).

Please tell us about the candidate's strengths, qualities and achievements in the role(s).
What are their areas for development?

To what extent is the candidate flexible and ready to take on new challenges?

[For a middle or senior leadership role, insert the following text] Please comment on the candidate's ability to:

- Inspire and motivate staff
- Articulate a vision and secure the commitment of others to it
- Lead teams and to manage effectively
- Communicate well with a range of audiences
- Plan, carry out a plan and review its impact

Is the candidate reliable and honest?

If you have any concerns about the candidate's honesty, reliability or relationships with others, please tell us about them.

Please tell us about the candidate's interpersonal skills and their relationships with colleagues, parents/carers and, where appropriate, governors and external agencies.

Please provide any additional comments on the applicant's suitability for the role and responsibilities as outlined on the enclosed job description and, where provided, person specification.

Are you able to recommend this candidate for this role without any reservations? If your answer is no, please explain your reservations.

Do you know of any reason that this candidate may not be suitable to work with children? If yes, please explain why and give details.

Has the applicant been subject to disciplinary procedures? If yes please provide details

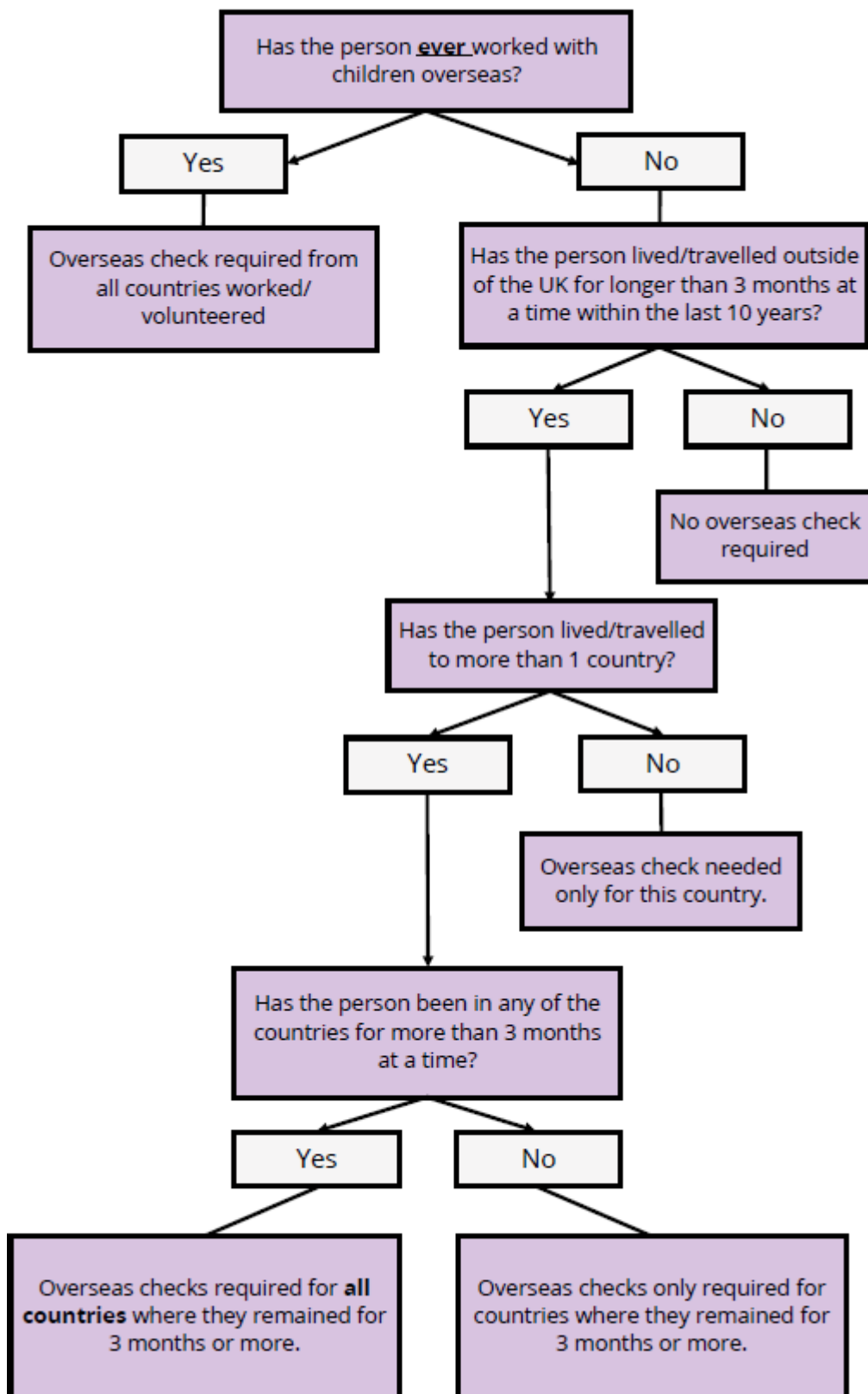
Within the last 2 years, have they been subject to capability procedures? If yes please provide details

Referee details

Name:			
Signed:		Date	
Contact telephone number:			
<b><i>(Please note we will only use this number to call you to confirm that this reference was written by the author signed above).</i></b>			

Appendix 6 – (Overseas checks flowchart)

## Overseas Checks



## **Appendix 7– (Equal opportunities monitoring form)**

### Equal Opportunities Monitoring Form

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#### How this form will be used

Brighter Days is committed to equality of opportunity for all job applicants and employees and ensures that no individual receives less favourable treatment on any of the protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

As part of this commitment we collect monitoring data on all applicants for our roles. This monitoring form is voluntary, but the information we collect is very useful in helping us to ensure we are inclusive in our advertising and recruitment.

This form will be separated from your application form before the short listing and interview process begins and will not be available to the selection panel.

The information you provide on this form will be used for statistical monitoring purposes only. In the case where you require adjustments to be made as a result of a disability in order to facilitate your attendance at interview, please discuss any requirements with the hiring manager. Recording of data will be anonymous and this form will be destroyed no later than 6 months after the role closes. If you are successfully appointed to the post for which you are applying, your data will be kept on your employment profile and only be accessible by yourself and relevant members of Brighter Days.

Age	
<ul style="list-style-type: none"><li>• Under 16 years</li></ul>	<ul style="list-style-type: none"><li>• 45 - 54 years</li></ul>
<ul style="list-style-type: none"><li>• 16 - 24 years</li></ul>	<ul style="list-style-type: none"><li>• 55 - 64 years</li></ul>
<ul style="list-style-type: none"><li>• 25 - 34 years</li></ul>	<ul style="list-style-type: none"><li>• 65+ years</li></ul>

<ul style="list-style-type: none"> <li>• 35 - 44 years</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>
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Ethnicity	
<ul style="list-style-type: none"> <li>• Arab</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed - White and Asian</li> </ul>
<ul style="list-style-type: none"> <li>• Asian or Asian British - Indian</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed - White and Black African</li> </ul>
<ul style="list-style-type: none"> <li>• Asian or Asian British - Pakistan</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed - White and Black Caribbean</li> </ul>
<ul style="list-style-type: none"> <li>• Asian or Asian British - Bangladeshi</li> </ul>	<ul style="list-style-type: none"> <li>• Mixed - Other</li> </ul>
<ul style="list-style-type: none"> <li>• Asian or Asian British - Chinese</li> </ul>	<ul style="list-style-type: none"> <li>• White - British</li> </ul>
<ul style="list-style-type: none"> <li>• Asian or Asian British - Other</li> </ul>	<ul style="list-style-type: none"> <li>• White - Irish</li> </ul>
<ul style="list-style-type: none"> <li>• Black or Black British - African</li> </ul>	<ul style="list-style-type: none"> <li>• White - Gypsy or Irish Traveller</li> </ul>
<ul style="list-style-type: none"> <li>• Black or Black British - Caribbean</li> </ul>	<ul style="list-style-type: none"> <li>• White - Other</li> </ul>
<ul style="list-style-type: none"> <li>• Black or Black British - Other</li> </ul>	<ul style="list-style-type: none"> <li>• Other ethnic group</li> </ul>
<p>If 'Other' or you prefer to use your own term, please state: <a href="#">Click or tap here to enter text.</a></p>	<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>

Gender
<ul style="list-style-type: none"> <li>• Female</li> </ul>
<ul style="list-style-type: none"> <li>• Male</li> </ul>
<ul style="list-style-type: none"> <li>• Non-binary</li> </ul>
<ul style="list-style-type: none"> <li>• I prefer to use my own term (please state): <a href="#">Click or tap here to enter text.</a></li> </ul>
<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>

Do you identify as transgender?
<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<ul style="list-style-type: none"> <li>• No</li> </ul>
<ul style="list-style-type: none"> <li>• I prefer to use my own term (please state): <a href="#">Click or tap here to enter text.</a></li> </ul>
<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>

Religion and belief	
<ul style="list-style-type: none"> <li>• Buddhist</li> </ul>	<ul style="list-style-type: none"> <li>• Muslim</li> </ul>
<ul style="list-style-type: none"> <li>• Christian</li> </ul>	<ul style="list-style-type: none"> <li>• Non-religious (Atheist, Humanist, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Hindu</li> </ul>	<ul style="list-style-type: none"> <li>• Sikh</li> </ul>
<ul style="list-style-type: none"> <li>• Jewish</li> </ul>	<ul style="list-style-type: none"> <li>• Other: Click or tap here to enter text.</li> </ul>
<ul style="list-style-type: none"> <li>• I prefer to use my own term (please state): Click or tap here to enter text.</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>

Sexual Orientation	
<ul style="list-style-type: none"> <li>• Bisexual</li> </ul>	<ul style="list-style-type: none"> <li>• Heterosexual/ straight</li> </ul>
<ul style="list-style-type: none"> <li>• Gay/ lesbian</li> </ul>	<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>
<ul style="list-style-type: none"> <li>• I prefer to use my own term (please state): Click or tap here to enter text.</li> </ul>	

Do you consider yourself to have a disability or health condition?
<p>The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’.</p>
<ul style="list-style-type: none"> <li>• Yes</li> </ul>
<ul style="list-style-type: none"> <li>• No</li> </ul>
<ul style="list-style-type: none"> <li>• Prefer not to disclose</li> </ul>
<p>If you have answered ‘Yes’ above, please give an outline of the nature of the disability or health condition: Click or tap here to enter text.</p>