

Ground Floor  
121 Church St  
St Helens  
Merseyside  
WA10 1AJ

Tel: 08450 740475

Dear Sir/Madam

Please find enclosed an employment information pack as requested.

Please ensure that you complete the application form fully as any incomplete / unsatisfactory applications will not be considered for short listing. In particular you are advised to ensure that any gaps in previous employment are fully explained. In completing the Personal / Additional Information Statement you are advised to refer to the Person Specification enclosed within the pack.

In the application pack you will find a:

- Company Statement
- Safeguarding Statement
- Person Specification and Job Description.
- An outline of the selection process.
- An Application form which includes a Self-disclosure form and Equal Opportunities Monitoring form (a separate attachment).

Please ensure that you read and complete each of the documents and return promptly to Inspire Childrens Services at the above address.

Alternatively, you may wish to email your documents to [vickymorris@inspirecs.org](mailto:vickymorris@inspirecs.org) or [pennyhenry@inspirecs.org](mailto:pennyhenry@inspirecs.org)

Yours Faithfully

**Penny Henry HR / Office  
Manager**

## Company Statement

Founded in 2009, Inspire has quickly established itself as a quality provider of specialist residential care, education and support for young people with complex needs. We operate throughout the North-West of England, working in partnership with local authorities and other professionals; we provide flexible care and education packages to facilitate the support of young people and their families in a dignified and respectful manner, which is the cornerstone of our service delivery. Our single and dual placement homes are OFSTED approved and provide a warm, comfortable and stable family orientated environment essential for young people aged 5-17 years. Our Independent School is registered with the Department for Education, and offers tailored learning packages for children with complex educational needs. Our homes and school are staffed with experienced social care professionals and teachers, all equipped with the skills necessary to ensure that young people can flourish in our care.

### **Our Principles:**

- The welfare of any young person is paramount;
- We contribute to young people's care, learning, development and safeguarding and this is reflected in every aspect of our practice and service provision;
- Staff will work with parents and families who are partners in the care, learning, development and safeguarding of their children, recognising they are often a young person's first and most enduring carers and educators.

### **Our Values:**

- We prioritise the welfare of the young person as paramount;
- Individuality, diversity and difference are valued and celebrated and permeate our entire service provision;
- Diversity, Equality of opportunity and anti-discriminatory practice are actively promoted within all aspects of the organisation's practice;
- We actively promote the health and well-being of each young person;
- At Inspire young people have their personal and physical safety safeguarded, whilst allowing for risk and challenge as appropriate to the capabilities of the individual;
- Self-esteem and resilience are recognised as essential to every young person's development;
- Confidentiality and agreements about confidential information are respected as appropriate unless a young person's protection and well-being are at stake;
- Professional knowledge, skills and values are shared appropriately at Inspire in order to enrich the experience of the individual more widely;
- Best practice requires a continuous search for improvement and self-awareness of how our staff are perceived by others;
- We operate a "Culture of Awareness" which recognises that young people are potentially subject to exploitation by adults who wish to use social care as an access point to vulnerable young people.
- We value our staff and ensure we invest in their training and developmental needs to ensure that they deliver the best possible service to young people in our care.

## **Safeguarding Statement**

“The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...” (‘Recruiting Safely – Safer Recruitment Guidance helping to Keep Children & Young People Safe’ CWDC 2009).

In conjunction with this statement, Inspire Childrens Services is continuously and proactively vigilant in deterring any individual with insidious intentions, seeking work with vulnerable children and young people in our care. We have embedded a ‘culture of awareness’ within our policies, procedures, systems and practices which promotes high level vigilance towards those who seek to abuse and exploit children and young people. This process begins from the outset through our recruitment process and stresses the Organisations explicit approach to safeguarding children through our ‘safer recruitment’ process.

Whilst ‘safeguarding’ is a key element within the Safe Recruitment process, the issue is prevalent throughout every aspect of our services and is embedded within the following Procedures and Policies.

**Whistleblowing Policy.** From the outset, we ensure that all staff are fully committed to raising concerns about fellow colleagues if they have any concerns about their behaviour - including suspicious behaviour towards a child / young person that could be deemed abusive.

**Safeguarding Policy.** The Senior Management team have extensive experience as Practitioners in Child Protection and Safeguarding Children. The Safeguarding Policy covers a wide range of factors about child abuse, the behaviour patterns of abusers, and robust procedures for reporting suspected child abuse to the relevant authorities including the Police.

**Equality & Diversity Policy.** Equality Diversity Policies underline the principle for individuals to be treated with dignity and respect at all times. To this end the right to protection from all forms of intended harm is paramount.

**Internet & Email Policy.** Inspire has robust and rigorous policies to ensure that internet and email technology is not illicitly usurped for the purposes of abusive behaviour in any form. This includes using technology for downloading illicit, sexualised, violent and abusive information or images.

**Programme of induction and training for staff.** Staff Induction programme underpins the Organisations responsibilities to Safeguard Children and introduces the relevant Policies and Procedures.

**Code of professional conduct for staff.** Staff are provided with details of the Health Care Professions Council (HCPC) which underpins the Governing Bodies principles and values for Social Care Professionals including the embodiment of Safe-guarding issues in practice.

**Supervision of newly appointed staff.** All new staff will receive monthly supervision where ‘Safeguarding’ is a standing item on the agenda.

**A Designated Person for Safeguarding (DCSO).** Inspire has appointed a ‘Designated Officer’ who has specific responsibilities for Safeguarding issues including Policy review, Training and Internal Investigations review and monitoring.

**Appropriate arrangements for dealing with allegations of misconduct.** Inspire’s Disciplinary Policy is unambiguous concerning action to be taken concerning abusive behaviour towards children. Suspicion of abuse will be immediately reported to the Police and Local Authority, OFSTED and Independent Safeguarding Authority (ISA). In the event of any abusive behaviour being upheld staff will be subject to instant dismissal, criminal conviction and potential registration with the ISA or newly formed Disclosure and Barring Service (DBS).

**A Route into LSCB approved Safeguarding Training.** Safeguarding Training will be subject to recommendations from the Local Safeguarding Children’s Board.

In conclusion, Inspire Childrens Services is absolutely determined to deter and expose those individuals who seek to gain employment as ‘carers’ as a vehicle to abuse vulnerable young people.

Above all, the protection and safeguarding of children is our paramount concern, and any form of ill treatment towards children will be dealt with severely.

**Paul Keogh Principal Director**

## Selection Process

Dear Candidate

Thank you for your application for a position with Inspire Children Services. Please note that for all permanent and 'bank' staff posts the selection process comprises of the following elements:

- 1) An appraisal of completed written application against the relevant Job Description & Person Specification. **It is therefore vital that you fully complete all sections of the application form as fully as possible and refer to the Job Description & Person Specification for the post applied for.** Failure to do so could result in your application being rejected from the outset.
- 2) It is also vital you complete the previous work / employment history and explain any gaps in your employment. Failure to complete this section of the application form will result in your application being rejected.
- 3) If you are successfully shortlisted Inspire will take up to 3 references – one of which must be provided by your previous employer. References will be taken up directly by ourselves in a standard proforma.
- 4) Prior to your interview you will be asked to complete a short written exercise which is based upon the relevant Post. This exercise will be assessed and contribute to the overall decision of the panel.
- 5) There is an interview comprising of questions which are relevant to the Post. This will be conducted by a panel of (usually) 2 Senior Staff members. The interview will generally last no more than 45 minutes. **Again it is vital that you prepare for the interview by examining the Job Description & Person Specification as the questions asked will be in relation to the requirements set out in both documents.**
- 6) There are also questions devised by Young People who have / are being looked after by Inspire. This is likely to be in the form of a question or be part of the written exercise.
- 7) For senior posts involving Deputy Managers / Registered Managers and Service Managers a further exercise by way of a Presentation will be required. Details of the presentation will be required in advance of the interview.
- 8) After the interview you will have an opportunity to ask any questions about the post or otherwise.
- 9) The panel will discuss your interview and appraise your written exercise as soon as possible and will refer to their notes to assist them in this process.
- 10) Inspire has registered with the Disclosure & Barring Service and a check will be conducted via this service concerning a search for any previous criminal convictions or cautions that may have been recorded about you. It is important that you declare any convictions or cautions on the Self Disclosure Form when you return your application form. **Failure to declare any previous convictions / cautions will result in your application being rejected.**

- 11) A member of the Panel will endeavour to notify you of the outcome of your interview within 72 hours. Any outcome will be subject however to satisfactory references (if these have not been received) and a satisfactory DBS check.
- 12) The terms and conditions of the post will be sent to you following completion of ALL documentation. Any enquiries concerning the pay, terms of employment and conditions can be obtained from the Office Manager on Tel: 08450 740475
- 13) A contract of employment will be issued prior to commencement of agreed start date. This must be signed – a copy of which will remain on file and a copy to be retained by you.

**Penny Henry**  
**HR & Office Manager**



## Job Description

**Job Title:** RCW & Relief RCW

**Scale:** Point 9-13, £7.85 – 8.64 per hour, plus Night Time Allowance (sleep in payment) @ £57.60

**Hours:** 160 per month on a rota system (or if a Relief RCW when required)

**Reports To:** Registered Manager

**Location:** Any Inspire Childrens Services establishment or workplace

**Purpose of role:** To ensure children & young people 'looked after' by 'Inspire Childrens services' are provided with the highest possible quality of care to assist them reach their fullest potential.

### **Main responsibilities of the role:**

1. Take responsibility for the basic care of children – assisting and ensuring good personal care, health care, education and recreational activities.
2. Proactively support the young person's care plan – and taking active responsibility to promote their Health, Education, Independence, Social, Emotional and Personal Well Being.
3. Work at any Inspire Childrens Services establishment or designated workplace according to direction from Senior Staff.
4. Always put the needs of children first, treating them with dignity and respect.
5. Be committed to Inspire Childrens Services 'Culture of Awareness' Policy and actively promote the safety and well being of children and young people by reporting **any** concerns which might compromise the child / young person's safety.
6. Contribute to and create a warm, caring and nurturing environment.
7. Ensure high standards of professional conduct at all times.
8. Take responsibility for children's diet ensuring good nutrition and balanced meals.
9. Take responsibility for children's health and well being – ensuring regular GP and hospital visits, administering and appropriate recording of medication, dental and optical checks and other medical needs as necessary.
10. Promote contact with the child's birth family and others through supervising and / or transporting children to contact in conjunction with the child's care plan.

11. Utilise own transport (car driver) in order to transport/support young people to and from family contact, school, health appointments etc.
12. Ensure the home is clean, hygienic and tidy at all times.
13. Ensure all bedding and children's clothing are always clean, ironed and prepared for use.
14. Ensure the health & safety of children and others through regular monitoring of potential hazard and risks and report these to the manager as necessary.
15. Take an active part in promoting the child's involvement through youth, leisure, social and recreational activities within the local area.
16. Ensure that any specific additional needs of the children – physical, emotional or medical - are addressed through providing support in accordance with individual care plans
17. Ensure that the child's individual cultural and religious needs are promoted and respected.
18. Promote the child's health and well-being in conjunction with the child's care plan.
19. Ensure a regular log and record of events is maintained including night observation / medication check list.
20. Ensure relevant information concerning each child is accurately recorded and maintained in accordance with organizational policy and aims.
21. Prepare and write reports in accordance with the child's needs and organizational requirements.
22. Attend LAC, education and other meetings concerning the child in accordance with their care plan.
23. Prepare for and attend Supervision Sessions – both individual and group sessions and also take a proactive part in self-development and learning.
24. Attend all Team Meetings, Briefings and familiarise yourself with memorandums and all information related to your duties.
25. Attend training and development sessions in accordance with Individual Development Plans (IDPs)
26. Utilise own transport (car driver) in order to transport/support young people to and from family contact, school, health appointments etc.
27. Ensure professional standards in line with individual and team performance plans.
28. Act as a role model and mentor new staff as required.
29. Undertake other duties as deemed necessary to provide excellent standards of care for children at all times.

**Prepared by: Residential Operations Director**

**Reviewed on: March 2016**

**Important Note**

The work of the Inspire Childrens Services is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

Inspire Childrens Services requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check. Inspire Childrens Services operates a culture of awareness policy and all staff will be subject to thorough reference checks.

## Person Specification

### RCW / Relief RCW

Area	Essential	Desirable	Where assessed
Attitude	<ul style="list-style-type: none"> <li>Genuine commitment to welfare of Looked After children.</li> <li>Committed to anti-oppressive practice</li> <li>Honesty, Tolerance, Trust-worthy, Patience, Flexibility.</li> <li>Interest in the development of other workers</li> </ul>		Application Form Interview Written Exercise
Education & Qualifications	<ul style="list-style-type: none"> <li>Good Literacy / Numeracy Skills</li> <li>Understanding and knowledge of the Children Act 1989/2004 and Every Child Matters</li> </ul>	<ul style="list-style-type: none"> <li>NVQ / ILM Level 3 / QCF Level 4 (Children &amp; Young People)</li> <li>Dip SW or Equivalent</li> <li>A1 (D32/33) qualification</li> </ul>	Application Form Interview
Experience	<ul style="list-style-type: none"> <li>Previous experience of working with children &amp; young people.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a residential child care setting</li> <li>Previous supervisory experience.</li> </ul>	Application Form Interview
Skills	<ul style="list-style-type: none"> <li>Good Communication skills</li> <li>Ability to relate to other staff, children &amp; young people</li> <li>Good IT Skills</li> </ul>		Application Form Written Exercise Interview
Professional Development	<ul style="list-style-type: none"> <li>Committed to own Professional Development &amp; Learning Opportunities</li> </ul>		Application Form Interview