

RECRUITMENT POLICY AND PROCEDURES

Lite-Waves Therapeutic Education aims to recruit the best possible candidates for posts and by adhering to this recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.

Lite-Waves Therapeutic Education recognises that it is unlawful for an employer to discriminate against a candidate for a job because of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity in any part of the recruitment process. This policy relates to all stages of recruitment - from identifying the need for a post to taking up references of the successful candidate.

STRICTLY CONFIDENTIAL

Lite-Waves Therapeutic Education undertakes to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

- Each prospective volunteer will complete an application form. This should be returned to the Office Manager.
- Lite-Waves Therapeutic Education works with vulnerable young people, therefore the role of volunteer is subject to the Rehabilitation of Offenders Act 1974 and an enhanced police check from the Disclosure and Barring Service will be required before the volunteer begins work. This check will show any restrictions to working with vulnerable children/adults.
- Prospective employees must provide two references.
- Prospective employees will meet with senior members of staff during the course of their time with Lite-Waves Therapeutic Education.

Induction, Training & Support upon appointment

Induction

- All new members of staff will have an induction session which includes an overview of Lite-Waves Therapeutic Education core policies.
- New member of staff will be provided with a job description which outlines their role and the support offered by Lite-waves.

Training

- The training needs of members of the staff team will be identified during the induction and periodically and as a result of these arrangements they will be offered in-house or external training where necessary.

Support

- Each member of staff will be assigned to an educational manager as a main point of contact.
- Each new member of staff will receive weekly supervision for four weeks there after it will be every month.

Confidentiality

- Staff members are bound by the requirements for confidentiality (see confidentiality policy).

Expenses

- Staff members will receive expenses to cover out of pocket purchases. Receipts must be provided
- All expenses payable to staff members will be paid out of petty cash and receipts must be provided. No monies to be paid without receipts.

An analysis of the requirements of the role and the approval of the process will be made by The Management Board