

CAIRNGORM OUTDOORS LTD



APPLICATION PACK DOCUMENT ENCLOSURES

- 1 Guidelines for Applicants
- 2 Information about Cairngorm Outdoors LTD
- 3 Job Description
- 4 Person Specification
- 5 Employment Application Form
- 6 Equal Opportunities Monitoring Form
- 7 Criminal Convictions Declaration Form
- 8 Disclosure Information Policy
- 9 Recruitment & Employment of Ex-Offenders Policy

Cairngorm Outdoors Ltd

11 The Square, Grantown-on-Spey, PH263HG

Tel: 01479 870484

Email: admin@cairngormoutdoors.co.uk

CAIRNGORM OUTDOORS LTD

1 – Guidelines for Employment Applicants

Thank you for your interest in applying for a post at Cairngorm Outdoors.

The job description included will provide you with details of the experience, skills, knowledge and qualifications required for the post.

Your application will be assessed against this criteria.

Please ensure that you:

- Complete using black ink.
- Do not enclose CV'S with your Application.
- Complete all the details requested on the Application Form, Equal Opportunities, Monitoring Form, Criminal Convictions Declaration Form and sign all three where indicated.

It is policy of Cairngorm Outdoors Ltd that if untrue or inaccurate information is recorded, any offer of employment maybe invalidated.

The completed Forms should be returned to:

Mr Keith Lawson

CAIRNGORM OUTDOORS LTD

11 The Square

Grantown on Spey

PH263HG

Email: k.lawson@cairngormoutdoors.co.uk

1. THE APPLICATION FORM

QUALIFICATION/EDUCATION/TRAINING/ANY OTHER RELEVANT TRAINING

Please provide full and accurate details about your education, training and qualifications. All qualifications must be supported by relevant certificates but do not attach these to the application pack, they may be requested at a later date.

CURRENT/PREVIOUS EMPLOYMENT

Please provide details of your present post as requested including any work experience. You should insert the title of your present post and include the name and address of your employer. Please also provide full details of any previous posts you have held, starting with your most recent.

PERIOD OF NOTICE REQUIRED

Please state the length of notice required by any current employer.

FURTHER INFORMATION

Please provide any supportive information about your current or previous role and responsibilities to demonstrate the experience, skills and abilities you have gained that would be relevant to the post you are applying for.

REFERENCES

We request that you supply details of two people to whom we may contact for references. One must be your current employer, if you are employed.

HEALTH

Cairngorm Outdoors Ltd reserves the right to seek medical advice as to the possible implications for employment regarding any medical information provided.

2. EQUAL OPPORTUNITIES MONITORING FORM

Completion of the Equal Opportunities Monitoring Form is voluntary. Information given will enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the upmost confidence and will not be seen by members of the selection panel.

3. CRIMINAL CONVICTIONS DECLARATION FORM

Please provide details about any criminal convictions you have had, spent or not as failure to do so will result in dismissal or disciplinary action. Previous convictions will be looked at individually and may not automatically exclude applicants from employment.

CAIRNGORM OUTDOORS LTD

2 – Information about Cairngorm Outdoors Ltd

Cairngorm Outdoors Ltd was established in June 2005 to provide short term placements (usually 28days) for Young People referred to us by local authorities. Over time this has significantly changed with the majority of placements being longer term with the opportunity to join main stream schooling.

The company office is Located in Grantown on Spey.

We are registered with the Care Inspectorate to work with socially excluded and vulnerable young people.

Young People are referred for a variety of reasons and each has his/her own individual needs. Team members, location and requirements are matched to the needs of the individual and care plans are drawn up in consultation with the young person, social work department and any significant others.

Each placement is for one Young Person only and all properties are designed to provide a homely domestic and non-institutional environment. Young People are encouraged to participate in all aspects of their placement from preparing meals to planning activities.

Contact can be facilitated either at the Young Persons home or at one of our locations. If appropriate family members can be accommodated overnight for extended and supervised contact. Social Workers, Children's Rights Officers and other Professionals are also welcome to stay over when visiting the Young People. Regular contact is maintained with the Young Persons Social Worker, Weekly Reports are provided as well as Children's Hearings, LAC reviews or other professional meetings.

Our aim is to provide challenge, motivation and personal development for Young People by devising and delivering individually tailored programmes of support and activity. Each programme is different, designed to meet the individual's needs and is devised in consultation with the Young Person and other relevant agencies/individuals. Contact with families and/or carers is promoted and can be facilitated where appropriate. A support plan is prepared and placement progress reports provided as required.

CAIRNGORM OUTDOORS LTD

3 – Residential Support Worker Job Description

ACCOUNTABLE TO:

Management Team: Director, Operations Manager and Office Staff

PURPOSE OF POST:

To work as a member of a team, providing care and support to Young People aged 13 to 18 years. Accommodated by the Local Authority and referred to Cairngorm Outdoors for the required placement term.

AIMS OF POST:

- To ensure that a high quality of care is provided to each Young Person.
- To ensure that records are maintained according to Cairngorm Policies
- To ensure that clear communication is maintained with Local Authority, Social Workers, Cairngorm Management Team, Families and relevant parties.
- To encourage and facilitate Young Peoples participation and personal development throughout their placements
- To promote individual and collective compliance with National Care Standards and the SSSC Codes of Practice.

DUTIES:

- To ensure that Young People are cared for in a healthy, comfortable and safe environment
- To provide day to day care-providing a varied and balanced diet and facilitating a range of outdoor and other activities.
- To ensure that each Young Person has access to educational activities as detailed in the Support Plan and to support formal education wherever possible.

- To ensure that risk assessments, Support Plans and other relevant records are completed, reviewed and updated.
- To maintain clear daily records for each Young Person and to encourage Young People to read and contribute to their logs.
- To ensure Young People are involved in producing a weekly plan and that this is recorded on the Weekly Planner.
- To maintain regular communication with the Young Persons Social Worker and Family as specified in the Support Plan.
- To contribute to the Young Person's Weekly Report and to encourage the Young Persons participation in preparing the report.
- To attend professional meetings, LAC Reviews and Children's Hearings as required and to contribute to these, verbally and in writing where appropriate.
- To report all incidents, accidents and damage (To property and vehicles) as quickly as possible to Cairngorm Management Team.
- To encourage Young People to participate as fully as they are able in the day to day activities and in the longer term planning of their placements.
- To work with parents and other family members as agreed with Cairngorm Management Team and the Local Authority Social Worker.
- To maintain the confidentiality of the Young People at all times.
- To work at all times to promote the dignity, privacy, choice, participation and achievement of the Young Person placed within the organisation.

CAIRNGORM OUTDOORS LTD

4 – Residential Support Worker Personal Specification

	Essential Attributes	Desirable Attributes
Qualifications/ Knowledge	<ul style="list-style-type: none"> ● <i>Be willing and able to study for a relevant qualification in Social Care</i> 	<ul style="list-style-type: none"> ● <i>A relevant qualification in Social Care e.g. SVQ3 & HNC</i>
Knowledge	<ul style="list-style-type: none"> ● <i>Knowledge of the basic needs of Children and Young People</i> 	<ul style="list-style-type: none"> ● <i>A sound Knowledge of human growth and development, The effects of trauma, abuse and deprivation.</i> ● <i>Knowledge of Social Work system in Scotland</i> ● <i>Knowledge of a wide range of health, education, social work and voluntary services for children and Young People and the ability to use them.</i>
Experience	<ul style="list-style-type: none"> ● <i>Previous experience of working with Children or Young People</i> 	<ul style="list-style-type: none"> ● <i>Previous experience of working with Children and Young People with emotional and behavioural difficulties.</i>
Personal Qualities	<ul style="list-style-type: none"> ● <i>An ability to interpret and respond appropriately to a range of emotions and behaviours.</i> ● <i>An ability to adapt and respond positively to changing patterns and work situations.</i> ● <i>High level of emotional awareness in both self and other.</i> ● <i>Committed to be principle of personal development for both the Children and Young People and self.</i> 	<ul style="list-style-type: none"> ● <i>Confront difficult issues straightforward and honestly.</i> ● <i>Seek appropriate assistance when limits of own capabilities are reached.</i> ● <i>Has a good understanding of the Social Work aims and of theirs and Young Persons role.</i> ● <i>Recognise the importance of Team Working and participate effectively and constructively within its</i>

	<ul style="list-style-type: none"> ● <i>Able to use initiative and act in a confident and self-directed and resourceful way to identify and resolve issues.</i> ● <i>Committed to the principle of personal development for both Young People and self.</i> 	<i>functioning.</i>
Skills and Abilities	<ul style="list-style-type: none"> ● <i>The ability to communicate effectively with Children and Young People, Families, Colleagues and external agencies.</i> ● <i>Effective and efficient recording skills.</i> 	<ul style="list-style-type: none"> ● <i>Skills in assessment, planning, recording and decision making.</i>
Other	<ul style="list-style-type: none"> ● <i>Hold a full and current driving license.</i> ● <i>The successful candidate must be committed to upholding and protecting Children and Young People's rights and working cooperatively to create a very high standard of care for the Children and Young People who receive services form Cairngorm Outdoors.</i> 	<ul style="list-style-type: none"> ● <i>IT Skills</i>

CAIRNGORM OUTDOORS LTD

6 – Equal Opportunities Monitoring Form

The completion of this form is voluntary but the information it contains helps us to monitor and improve our equal opportunities policies and procedures. This is removed from the application pack before the short listing process, thus ensures that all shortlisting is based on merit.

1 – Full Name:	
2 – Job Applied For:	
3 – Date of Birth:	4 – Marital Status:
5 – Gender: Male / Female (Delete as Appropriate)	6 – Nationality:

7 – I belong to the following ethnic group: *(Tick as appropriate)*

<p>A: White</p> <p>A1: British A2: Irish A3: Any other white background <i>(Please specify)</i></p>	<p>B: Of Mixed race:</p> <p>B1: White & Black Caribbean B2: White & Black African B3: White & Asian B4: Any other mixed background <i>(Please specify)</i></p>
<p>C: Chinese</p>	<p>D: Black or Black British:</p> <p>D1: Caribbean D2: African D3: Any other Asian background <i>(Please specify)</i></p>
<p>E: Asian or Asian British:</p> <p>E1: Indian E2: Pakistani E3: Bangladeshi E4: Any other Asian Background <i>(Please specify)</i></p>	<p>F: Any other ethnic group <i>(Please specify)</i></p>

8– Do you consider yourself to have a disability? YES / NO

CAIRNGORM OUTDOORS LTD

9 – Do you have any disability for which special arrangements should be made, either in an interview or employment situation?

If so please specify the nature of your disability and your requirements:

10 – Are you a carer of a child with disabilities under the age of 18?

YES / NO

11 – What is your sexual orientation? *(Delete as appropriate)*

- Heterosexual
- Homosexual
- Prefer not to say
- Bisexual
- Lesbian

12 – What is your religion belief? *(Delete as appropriate)*

- Buddhist
- Hindu
- Muslim
- None
- Christian
- Jewish
- Sikh
- Prefer not to say

I understand that this information may be stored and processed as part of the Cairngorm Outdoors Ltd monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

Signed.....

Date.....

CAIRNGORM OUTDOORS LTD

7 – Criminal Convictions Declaration Form

Because of the nature of the work for which you are applying, you must provide information about any convictions. Our power to require this lies in the rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) Scotland Order 2003 which removes the normal operation of the Act in relation to specific occupations, including the provision of care services. Care Services are exempt from Section 4(3) (b) of the Act which relates to the effect of a spent conviction on the grounds of dismissal and exclusion of persons from certain types of work.

In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

If you have no conviction, Please note NONE.....

If you have any previous or outstanding convictions, details of the type of offence, date, sentence, fine etc should be placed in a separate, sealed envelope which will subsequently be returned to you. It will only be opened if you are considered for the appointment. Such information will be completely confidential to the appointing panel.

Employment of the candidate:

IS SUBJECT TO SATISFACTORY RESULTS FROM THE CRIMINAL
RECORDS CHECK.

CAIRNGORM OUTDOORS LTD

8 – Disclosure Information Policy

INTRODUCTION

For jobs which involve working with children we are legally required to check for criminal convictions and other information known to the police. We do this by asking you to become a PVG Scheme Member or by obtaining evidence of your membership and obtaining a Scheme Record or Scheme Record Update from Disclosure Scotland.

LEGISLATION

Disclosure Scotland – Protection of Vulnerable Groups (Scotland) Act 2007

Further Reference: <http://www.disclosure Scotland.co.uk>

PROCEDURE

In accordance with the Scottish Government Codes of Practice for registered persons and recipients of Disclosure information, Cairngorm Outdoors Ltd will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- Cairngorm Outdoors will ensure that an individual's consent is given before seeking a disclosure and will seek their consent before using any disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to Cairngorm Outdoors and not to the disclosure applicant, Cairngorm Outdoors will not disclose the information to the applicant but will inform them of the fact that additional information has been provided should this information effect the recruitment decision.

CAIRNGORM OUTDOORS LTD

- Disclosure information will be stored in locked, non-portable container for a maximum of 90days. Only those authorised to see this information in the course of their duties will have access to this container.
- Disclosure information will be destroyed by shredding.

No image or photocopy of the Disclosure information will be made, however the following details will be retained:

Date and issue of Disclosure

Name of subject

Disclosure type

Position for which the Disclosure was requested

Unique reference number of the Disclosure

Recruitment decision taken

- Cairngorm Outdoors will ensure that all staff with access to Disclosure information are aware of this policy and have received relevant training and support.
- Cairngorm Outdoors undertakes to make a copy of this Policy and the Codes of Practice available to any applicant for a post with Cairngorm Outdoors that requires a Disclosure.

CAIRNGORM OUTDOORS LTD

9 – Recruitment and Employment of Ex-Offenders Policy

INTRODUCTION

Cairngorm Outdoors Ltd undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of a conviction or other information revealed. We will request a standard or enhanced disclosure where it is necessary and relevant to the position sought. Here a position requires a disclosure we will make this clear on the application form, employment advert and any other information provided about the post.

LEGISLATION

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003

INTERVIEW

At interview or under separate discussion we will ensure that open discussions can take place on the subject of offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. At interview or under separate discussion or when receiving a disclosure which shows a conviction we will take into consideration:

Whether the conviction is relevant to the position being offered

The seriousness of the offence revealed

The length of time since the offence took place

Whether the applicant has a pattern of offending behaviour

Whether the applicant's circumstances have changed since the offending took place.

DURING EMPLOYMENT

Employees have a duty to inform their manager immediately of any investigation, warning, prosecution or conviction whilst employed by Cairngorm Outdoors. If a disclosure reveals information that has not been declared by the employee the disciplinary procedure will be applied.

TRAINING

We will ensure that all our staff who are responsible for the recruitment process and the management of staff are aware of this policy and have received relevant training and support.