



## **CARI RECRUITMENT AND DEVELOPMENT POLICY**

### **RECRUITMENT AND SELECTION OF STAFF, THERAPISTS, BOARD MEMBERS, FUNDRAISERS AND VOLUNTEERS, CARI'S PROCEDURES AND POLICIES**

Putting in place good procedures in recruitment and training practice is a central element in ensuring the safety and welfare of all adults and young people involved in the organisation.

#### **1 Introduction**

To detail the precautions that CARI takes to ensure that all employees and volunteers are properly interviewed and their suitability assessed, before they begin working for CARI

#### **2 Application Form**

All those seeking to carry out paid or volunteer work i.e. therapists, board members and fundraisers for CARI must provide a full CV, a covering letter and details of at least two referees that CARI can contact.

#### **3 Staff and volunteers appointment**

Only nominees of the Board of Directors have the authority to appoint staff and volunteers based on recommendations from the interview panel.

#### **4 Interviews**

All appointed staff, volunteers, therapists, board members and fundraisers are interviewed by at least three people and told there is an expectation to disclose any convictions or if they have been given the benefit of the Probation Act.

#### **5 References**

**5.1** All relevant professional qualifications are validated by awarding and/or registering bodies.

**5.2** References are taken up and no one is appointed to a post without written references. Open testimonials are not accepted as references

## 6 Investigations and checks

6.1 All career breaks, sudden job changes and dismissals are investigated.

6.2 Employment does not commence without vetting.

## CODE OF BEHAVIOUR

### ***“Key principles of best practice in child protection and welfare***

*The key principles that should inform best practice in child protection and welfare are:*

- *The welfare of children is of paramount importance.*
- *Early intervention and support should be available to promote the welfare of children and families, particularly where they are vulnerable or at risk of not receiving adequate care or protection. Family support should form the basis of early intervention and preventative interventions.*
- *A proper balance must be struck between protecting children and respecting the rights and needs of parents/carers and families. Where there is conflict, the child’s welfare must come first.*
- *Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives. Where there are concerns about a child’s welfare, there should be opportunities provided for their views to be heard independently of their parents/carers.*
- *Parents/carers have a right to respect and should be consulted and involved in matters that concern their family.*
- *Factors such as the child’s family circumstances, gender, age, stage of development, religion, culture and race should be considered when taking protective action. Intervention should not deal with the child in isolation; the child’s circumstances must be understood within a family context.*
- *The criminal dimension of any action must not be ignored.*
- *Children should only be separate from parents/carers when alternative means of protecting them have been exhausted. Re-union should be considered in the context of planning for the child’s future.*
- *The prevention, detection and treatment of child abuse or neglect requires a coordinated multidisciplinary approach, effective management, clarity of responsibility and training of personnel in organisations working with children.*
- *Professionals and agencies working with adults who for a range of reasons may have serious difficulties meeting their children’s basic needs for safety and security should always consider the impact of their adult client/patient’s behaviour on a child and act in the child’s best interests.” (Children First: National Guidance for the Protection and Welfare of Children 2017).*

Safe practice is essential in our work and we are committed to following the procedures to govern our work with children and young people:

**1 Introduction**

To detail the procedures that exist within CARI to ensure that best practice is maintained with respect to child protection issues. Children must be respected at all times and any form of disrespect of children is unacceptable from staff.

**2 Line management**

All staff, volunteers, therapists and fundraisers have a designated line manager.

**3 Job description**

All staff, volunteers, therapists and fundraisers have a job description that clearly states the range of responsibilities their job entails. Staff will be given a copy of CARI's Child Protection Policy. All staff, volunteers, therapists, board members and fundraisers are required to sign a confidentiality statement (Appendix 4) and CARI's Conditions of Employment form (Appendix 5).

**4 Induction**

Following their appointment all new staff, volunteers, therapists, board members and fundraisers will take part in the first available CARI induction course. They receive training on all elements of CARI's work, including general and child protection policies and procedures.

**5 Best practice**

Line managers engage in regular supervision and consultation with all staff regarding practice issues related to their position.

**6 Code of ethics**

All therapists are bound by the CARI Code of Ethics (Ref: CARI Clinical Policy Document). All staff and volunteers undertake to work in accordance with the CARI Charter (Appendix 6).

**7 Prevention and reporting of abuse**

**7.1** All staff are aware of and trained in the policy and guidelines on the prevention and reporting of abuse within CARI and know how to contact the Designated Liaison Person.

**7.2** All staff are made aware that they have a responsibility to report concerns about possible or actual abuse to the Designated Liaison Person. Failure to do so could result in disciplinary action.

## **STAFF AND VOLUNTEER TRAINING**

### **1 Introduction / CARI's Commitment to staff and volunteer training**

- 1.1** CARI is committed to ensuring that all staff, volunteers, therapists, board members and fundraisers are appropriately trained to a high standard in keeping with the responsibilities incumbent on them in their particular roles. CARI training is reviewed annually. CARI training in child protection has a number of objectives:
- (i) To ensure that personnel are equipped with appropriate skills, knowledge and values to deliver an effective service to children.
  - (ii) To ensure that personnel are aware of relevant legislation, national guidelines and local child protection procedures and protocols.
  - (iii) To translate learning into a better service for children and families in collaboration with other service providers.
  - (iv) To strengthen relationships through inter-agency training.
- 1.2** All relevant staff are trained in the recognition of signs of abuse and what immediate action to take.
- 1.3** CARI is committed to providing the training necessary to staff to enable them to deal safely with:  
Disclosures, reports, allegations and concerns regarding child; abuse, protection and welfare and refer the individual/s concerned to the correct person within CARI or to another organisation. Staff are trained to pass on concerns from any source to the Designated Liaison Person.
- 1.4** Help line staff receive particular training in responding to such disclosures, allegations, reports, and concerns over the telephone.
- 1.5** Therapists are trained to share information with children in an age appropriate way. Therapists are trained in ways to respond therapeutically and responsibly to disclosures of abuse, or concerns regarding welfare, that arise in the context of working with children.
- 1.6** Therapists are trained in ways to respond therapeutically and responsibly to disclosures, reports or allegations and concerns regarding child abuse. Therapists are trained to ensure there are no child protection concerns in relation to retrospective disclosures of child sexual abuse when working with adults.

## **CONFIDENTIALITY**

### **Statement of CARI's confidentiality policy**

All CARI staff, volunteers, therapists, board members and fundraisers are required to sign a confidentiality agreement (Appendix 4). All CARI staff must keep confidential all information regarding all CARI's clients. They must respect the client's right to privacy and anonymity inside and outside of the CARI Centres.

Therapist and staff have a professional and legal responsibility with regard to confidentiality and the exchange of information. Any information with child protection implications will be shared with relevant individuals/agencies on a need to know basis in the best interest of the children.

No undertaking of secrecy can be given and this is made clear to all family members. Clients and families are provided with a confidentiality form explaining the limits to confidentiality. Confidentiality cannot be guaranteed for ethical and legal reasons. Parents/carers also sign, consent to exchange information for the purpose of post assessment therapy.

Ethical and statutory codes concerned with confidentiality and data protection provide general guidance.

Information gathered for one purpose must not be used for another without consulting the person who provided that information. Any research or evaluation cannot be done without clients consent .

The area of confidentiality is part of the training provided for all staff, volunteers, therapists, board members and fundraisers.

**Issues of confidentiality are explicitly dealt with in the CARI Code of Ethics. (CARI Therapy Clinical Policies and Procedures)**