

The Millers 'Homes for Children' Ltd

Registered Homes Nationwide

Prospective Employees' Information Pack

Specialist residential homes for children and young people
with challenging behaviour



Specialising in placement and family breakdown, absconding and emotional & behavioural difficulties.

www.millers-care.co.uk

Quality child-centred 'Homes for Children'

Our Organisation

The Millers 'Homes for Children' Ltd specialises in working with young people who are experiencing problems with persistent absconding, family problems, alcohol and drug abuse, etc. We are committed to caring for young people who are living through periods of difficulties and/or crisis in their lives and are being considered for placement in a secure placement; or have recently completed a placement in secure accommodation.

We offer a flexible 'alternative to secure' programme which continues our philosophy of a care plan tailored to suit the different needs of each young person.

Our staff team have many years of combined experience, working with children and young people in a variety of settings, including both 'open' and secure units. This experience has provided us with a very good understanding and knowledge of the difficulties facing young people and their families.

Many young people will prosper in an environment which is a non-institutional setting, when cared for by adults who they feel they can begin to trust and who are prepared to treat them as individuals. This provides the young with a basis to overcome their low self-esteem and behavioural problems.

All young people in our care are encouraged to take part in all decisions which will affect their future and to fully accept responsibility for their actions, including the effects that these have on other people. Our experience has shown that it is possible to prevent young people from placing themselves in situations whereby local authorities have no alternative but to seek a secure unit placement.

Our aim is to provide every young person in our care with an opportunity to build a positive future and work towards achievable goals. It is important that they maintain appropriate links with families and other important adults in their lives, enabling them to feel that they are fully valued members of society.

Employee benefits

Thank you for considering employment with our organisation. We value our staff and realise that they are our biggest asset. As a responsible and caring employer, we offer a number of benefits to our staff and we thought it might be helpful to outline a few of these which will be available to you when you join our team.

Staff training

We are strongly committed to the on-going development of all individual team members and to this end, we have developed a comprehensive Staff Training Programme which all staff team members are required to attend during their employment with The Millers 'Homes for Children' Ltd. This includes our Childcare Policy Document examinations which involve 2 x two hour written examinations aimed at demonstrating the team members' understanding of our childcare policies and procedures. A pass mark of 80% is required and all child carers will continue to re-sit (if necessary) the examination until this is achieved.

We are proud of our commitment to provide the best possible training for our staff teams and we believe that this is a vital part of looking after and supporting our most valuable asset – our staff members

NVQ Level 3 training

In accordance with the Standard 29.5 Minimum Standards laid down by Ofsted, a minimum ratio of 80% of all care staff will have completed their Level 3 NVQ in Caring for Children and Young People by January 2005. Staff may hold other qualifications that require similar competencies and they may be courses developed locally which are accredited. New staff engaged from January 2004 need to hold the NVQ Level 3 in Caring for Children and Young People or another qualification which matches the competencies or be working towards them within 3 months of joining the organisation.

All care staff will be enrolled on an NVQ Level 3 in Caring for Children and Young People course in their locality within 3 months of joining the organisation or as soon after as is practicably possible.

NVQ Level 4 training

On completion of NVQ Level 3, NVQ Level 4 in Care Management will be available to Deputy Home Manager posts and above. Staff members at this grade will be expected to have one year's management experience, two years' child care experience and preferably have completed NVQ Level 3 in Caring for Children and Young People.

Induction & Training Program

Steps	Course Title	Maximum timescale for completion	
1	Care & Control	Before working in our homes	
2	TOPPS Induction	Before working in our homes	
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3	Induction Stage 1	1 month	(examination paper)
4	Induction Stage 2	2 months	(examination paper)
5	NVQ levels 3* or 4*	3 months	
6	Child Protection	6 months	(earlier, as a priority if a course is available)
7	Food Hygiene	6 months	
8	Health & Safety	6 months	(to be renewed every 3 years)
9	Fire Safety	6 months	(to be renewed every 2 years)
10	First Aid	6 months	(to be renewed every 3 years)
11	Drug Awareness	6 months	(to be renewed every 2 years)
12	Childcare Stage 1	6 months	(examination paper – 80% pass mark required)
13	Childcare Stage 2	12 months	(examination paper – 80% pass mark required)

Salary increase apply after completion of steps 1 to 13 (excluding step 5)

14	Induction Refresher	12 months	(re-take BOTH steps 2 & 3 exams together)
15	Care & Control refresher	12 months	
16	Childcare Stage 3	18 months	(examination paper – 80% pass mark required)
17	Childcare Stage 4	24 months	(examination paper – 80% pass mark required)
18	Self Harm	24 months	
19	Stress Awareness	24 months	
20	Bullying & harassment	24 month	
21	Advanced Child protection	24 months	

Staff members who complete the 21 step program will be required to attend further training and/or refresher courses as appropriate during subsequent years of employment. All courses are subject to availability.

*Specific NVQ level will depend upon previous, relevant NVQ Qualifications and your position within the organisation. Sponsorship for NVQ's is available upon completion of Steps 1 to 12 (excluding step 4 and subject to Education Area rules)

We continually strive to improve and expand our training programme to ensure that we respond to the changing needs of the children and young people in our care.

Pension Scheme

A Company Pension Scheme is available to all staff with six months' service or more. A Stakeholder Pension Scheme is available after three months. Further details are available upon request.

Annual Leave

We offer child care staff 28 days annual leave (1 day is 7.5 hours) which includes 8 days to cover Bank Holiday working. This gives staff members the flexibility to take annual leave in lieu of Bank Holidays at times to suit themselves.

Office staff are entitled to 20 days in addition to Bank Holidays. This entitlement increases with seniority of position.

Introduction of new staff

A payment of £50.00 will be made to anyone who introduced a new member of staff, subject to the following conditions.

1. Application forms must include the name of the member of staff who introduced them.
2. The payment will be made after the new member of staff has completed their 6 month probationary period.
3. The person making the introduction must still be in our employment when the payment is due.

Long Service Rewards

Length of continuous service	Reward
5 years	Two weeks (=5 x 15 hour shifts) extra annual leave as a “one-off” in addition to your annual leave entitlement for that year. This may be taken at any time or saved up as additional leave, or taken as two weeks pay.
10 years	Six weeks (=15 x 15 hour shifts) extra annual leave as a “one-off” in addition to your annual leave entitlement for that year. This may be taken at any time or saved up as additional leave. You may also choose to take some of it as pay.
15 years	Three full months (=30 x 15 hour shifts) extra annual leave as a “one-off” in addition to your annual leave entitlement for that year. This may be taken at any time or saved up as additional leave. You may also choose to take some of it as pay.
20 years	Six full months (60 x 15 hour shifts) extra annual leave as a “one-off” in addition to your annual leave entitlement for that year. This may be taken at any time or saved up as additional leave. You may also choose to take some of it as pay.

Please note that you will still accumulate annual leave entitlement whilst you are away and that this extra leave may be carried over from one year to the next, for use at a time to suit you.

Meals

Lunch, dinner and a snack supper are provided free of charge for staff who work shifts whilst they are on duty and working with our children.

Working Hours

Management

Each working week consists of 38.5 hours. Hours should be worked ‘as required’ to ensure the smooth running of the homes. This should include ‘wake up time, bed times and weekends’ as appropriate. Please note this is not a nine to five position.

Holiday entitlement: 29 or 30 days depending on salary grade (staff will be expected to work on bank holidays).

Care Staff

Shift patterns may vary from time to time. We are currently working on a shift rota system as follows:

Each 28 day ‘Rolling Rota’ will involve a shift pattern which will be calculated at an average working week of 37.5 hours per week.

Working hours are currently arranged as a shift pattern involving 2 x 15 hour days each week plus 1 x 15 hour day each alternate weekend. This totals an average working week of 37.5 hours. The current shift pattern allows for each full time staff member to work 5 days (and therefore 9 days off) out of each 14 day period. Each shift commences at 08.00 until 23.00 followed by a sleep-in 23.00 to 08.30, with your duty ending after a handover at 08.30. Full time Care staff are expected to cover at least three sleep-ins per fortnight.

Holiday entitlement: 28 days (staff will be expected to work Bank Holidays).

Part time Care Staff

Shift patterns may vary from time to time. We are currently working on a shift rota system as follows:

Each shift commences at 08.00 until 23.00 followed by a sleep-in 23.00 to 08.00, with your duty ending after a handover at 08.30.

Guaranteed hours – one weekend day every other weekend.
Holiday entitlement: 4.8 days

Bank Staff

No guaranteed hours, work as needed. Examples: replacing staff on holiday, replacing staff off sick, etc.

Maintenance

Each working week will consist of 35 hours working from 09.00 to 17.00 with one hour for lunch. All maintenance staff will participate in an emergency on call system by arrangement.

Holiday entitlement: 28 days including Bank Holidays.

Christmas/New Year shifts

We request that no annual leave is taken over the Christmas and New Year period. All staff work either Christmas or New Year but NOT both. A rota is planned during this period in order to accommodate, where possible, staff choice.

Children's Annual Holiday

It is an expectation that staff will be prepared to either accompany the children and young people on an annual holiday that is provided by The Millers 'Homes for Children' Ltd (Section 13, Policy Document 1) or to cover shifts of the staff who will accompany the children.

Sickness Pay

All staff will be entitled to Statutory Sick Pay under the terms set down by HM Revenue and Customs, subject to provision of the necessary self-certification form (up to one week's absence) or a doctor's form for longer periods.

Sickness Incentive Scheme (first 5 years of service)

One day's extra annual leave will be given if you have 2 days (2 x 7.5 hour shifts) or less sickness absence during the period 1st April to 31st March in any year. This day will be added to the Annual entitlement.

Criminal Records Bureau Enhancement Disclosures

All staff must disclose all current or spent convictions at application stage and will need a CRB Enhanced Disclosure and satisfactory references before employment can commence.

The Millers Homes for Children Ltd
Job Description and Person Specification
Child Carer

(Full time, Part time and Bank staff)

Reporting to Deputy Home Manager

Purpose of the Job

- To work as part of a small care team in a home providing the highest possible standards of child care
- To work in a manner that meets the standards required by The Children Act 1989 and Ofsted and shows respect for children's rights in a non-institutionalised setting

Main Duties and Responsibilities

- Good housekeeping, ensuring that children are cared for in all aspects of their daily routine, both inside and outside of the home
- Preparation of meals ensuring a high standard of daily dietary provision
- Present as a positive adult role model to all children living in our homes
- Write daily assessment reports to reflect the child's behaviours and routines
- Arrange and participate in regular team meetings and children's planning meetings
- Pay close regard to the child's physical, emotional and social well being at all times
- Work with adolescent children who can demonstrate challenging behaviour patterns from time to time and be supportive of colleagues or other children during these situations
- Actively promote children's attendance in an educational programme, either in the home or at school, college etc.
- Enable young people to develop the necessary skills for life and work upon leaving our care
- Maintain a high standard within the child's living environment including general household cleaning as necessary
- Present a non judgmental approach when dealing with children and families
- Attend the organisation's mandatory training courses including the Care & Control behaviour management course at the commencement of employment and thereafter an annual refresher course
- Attend and participate in house meetings
- Be prepared to participate in the children's annual holiday, or provide cover for staff taking part
- Accept specific responsibilities as delegated by Home Manager, e.g. Fire Officer, Health & Safety Officer etc
- Take on role of link worker once suitably experienced
- Such other duties as the management may from time to time reasonably require

The Millers Homes for Children Ltd

Person Specification Child Carer

(Full time, Part time and Bank staff)

Essential

- To be able to write clear and accurate reports
- To accept and enforce boundaries set for the young people
- To be reliable
- Minimum of 1 years child care experience or a relevant NVQ3
- To undertake to attend the ten mandatory training courses within a reasonable timescale
- To be willing and able to study for NVQ Level 3 in Caring for Children and Young People
- To be able to work effectively as part of a small team

Desirable

- NVQ3 in Caring for Children and Young People
- To hold a current driving licence

It is important to note that this post will involve considerable contact with vulnerable children. You will be required to sign an Oath of Confidentiality form which legally protects the children in our care from any wilful disclosure of information regarding placement in our homes. You will also be required to obtain an Enhanced Disclosure from the Criminal Records Bureau which checks against records held on the police national computer and the Department of Health. This will demonstrate a clear record of criminal offences which may be deemed to present a risk to children.

EQUAL OPPORTUNITY MONITORING

Form EO

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

I would describe my ethnic group and sex as:- (please tick one box)

- A White – British
 - English Scottish
 - Welsh Irish
 - Other, please specify
 - Any other White background, please specify

- B Mixed
 - White and Black Caribbean
 - White and Asian
 - Any other Mixed background, please specify

- C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
 - Indian Pakistani
 - Bangladeshi
 - Any other Asian background, please specify

- D Black, Black British, Black English, Black Scottish or Black Welsh
 - Caribbean African
 - Any other Black background, please specify

- E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other Ethnic Group
 - Chinese
 - Any other background, please specify

- F Sex
 - Male Female

Name: Signed:.....

Date: Job Title

The Millers 'Homes for Children' Ltd

Policy Statement on the Recruitment of Ex-offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Millers 'Homes for Children' Ltd complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- The Millers 'Homes for Children' Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within The Millers 'Homes for Children' Ltd and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows The Millers 'Homes for Children' Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those at The Millers 'Homes for Children' Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.