



Enhancing children's
quality of life
through mentoring

Supervision Recruitment and Induction Summary

The Island applies several policies in relation to Staff Recruitment all which will be reviewed and signed as needed in the Induction process.

The Island is compliant too appropriate recruitment procedures and ensures each candidate is treated fairly and equally. During application and interview process the Island would expect:

- a full completed application form with appropriate information included in relation to the job specification
- two identified referees for each candidate.
- flexibility to attend interviews on a scheduled date identified by the Island.
- ensure that there is at least 2 people present in interviews from varying roles and appropriate responsibilities within the Island.
- Use appropriate short-listing procedures taking in to considerate the job description and skills set required
- To advise any candidates within 48hrs, if successful or unsuccessful in receiving the job position. (if interviews take place on a Friday this may move to within 72 hours depending on time of interviews) this may be done via email; telephone.
- acquire 2 successful and supporting references in relation to the post applied for
- the successful candidate to attend a formal induction and observation session of the desired role they have applied for. The induction is inclusive of policy reviews, GDPR and Safeguarding as well as building details and information
- the successful candidate to approve and sign any safeguarding and data protection documentation in relation to their role
- the successful candidate to undertake a DBS Enhanced Clearance, this will be financed and actioned by the island.
- The successful candidate to provide the island with their personal banking details in order for payroll to be authorized
- The island to provide appropriate contractual agreements for the role identified.
- To provide a Staff Handbook for staff to refer to
- The island to provide appropriate supervision and support for the role identified
- The Island to provide appropriate training and development opportunities for the candidate
- Each candidate must attend a formalized supervision and complete the supervision checklist to ensure they feel competent to work in accordance with The Island guidelines and principles.

In additional the Island will comply with all safe and fair recruitment and will provide feedback on request from candidates.

