



Recruitment & Supervision Policy

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Recruitment & Supervision Policy

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Policy Statement

It is the policy of Autism Bedfordshire to recruit, train and support staff to provide services to support individuals with autism, their parents, carers and other interested professionals.

Practice Statement

The Recruitment and Supervision Policy should be read in context with the other policies of Autism Bedfordshire. The aim of this policy is to ensure that we recruit staff according to our safeguarding procedures and to ensure that we recruit staff who are suitably qualified with appropriate experience to provide our services. Through sound supervision and support we wish to create an environment in which staff know what can be provided for them and what is expected of them, so that they will enjoy their role, perform it well and want to continue to work for Autism Bedfordshire.

Recruitment Procedures

- The post is advertised according to Equal Opportunities Policy.
- All applicants are sent a roles and responsibilities form and job specification.
- Applicants complete an application form and diversity monitoring form and return this to the office.
- If suitable, the applicant will be invited for interview by the recruiting manager/s. For office posts this interview is carried out by the recruiting manager and at least one trustee.
- Successful applicants are notified and offered a post subject to two good references and a suitable enhanced DSB check (formally known as CRB check).
- Successful applicants are issued with a contract (or a statement of written particulars) or a volunteer agreement.
- Unsuccessful applicants are notified by post or email if they have not reached interview stage and where appropriate by phone or post should they have been unsuccessful after interview stage. Feedback can be given if requested by applicant.

Supervision Procedures

- Staff are given an induction into their new role, including making them aware of all policies and procedures relevant to their role. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, Autism Bedfordshire's Equal Opportunities and Diversity Policy and Health and Safety issues.
- Supervision provides support, coaching and training for Autism Bedfordshire staff. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the discussion of sensitive issues.
- Supervision should provide opportunities for staff to:
 - discuss any issues - particularly concerning children's development or well-being;
 - identify solutions to address issues as they arrive; and
 - receive coaching to improve their personal effectiveness.
- Staff are provided with autism and safeguarding training as well as additional training according to the person's role.
- Supervision and appraisals are cascaded through the organisation so that line managers supervise their staff. E.g. the Senior Manager supervises the Development Officers who supervise Team Leaders who supervise their Support Workers.

We recognise that each individual will have their own needs both for role satisfaction and personal development and will seek to help staff meet these needs by regular discussions and reviews of their role. Autism Bedfordshire expects staff to take an active role within the organisation and is open to ideas and comments. Open forum support sessions will be held regularly in addition to individual discussions.