

Recruitment & Selection Policy (Including Vetting Procedure)

Purpose

This policy aims to ensure that the New Road Psychotherapy Centre selects practitioners fairly, effectively, and consistently based on skill sets and in keeping with the Centre's commitment to Safeguarding and ethical working practices.

Scope

This policy applies to recruitment for all vacancies, roles, and contracts, including those for the self-employed, trainees, fixed-term workers, and volunteers.

Applications

Applicants will be accepted in the form of a CV and a questionnaire available on our website (See Appendix 1 at the end of the document)

Shortlisting

The clinical Director and Clinical Manager will shortlist applicants according to the interview requirements. The shortlisting criteria will be applied consistently to all applicants and will usually be drawn up before any review of applications received to avoid bias.

Interviewing

All candidates will be comprehensively interviewed as part of the recruitment process. Interviews will be held face-to-face by the Clinical Director, Clinical Manager and or Centre Manager.

Selection decision

The interview results will be considered to ensure recruitment and selection decisions are based on objective and justifiable criteria. If an applicant is not found to be a successful candidate, the reason(s) for this will be documented for transparency.

Offers of engagement

All work offers to successful candidates (employed, self-employed, or volunteer/ placement) will be subject to appropriate vetting. All placement therapists must be in ongoing training to work with clients.

Qualifications and Standards

Anyone providing counselling services on behalf of New Road will possess relevant and valid qualifications, the details of which are available upon request (this includes qualifications to work with young people). Successful applicants working with clients under 18 must submit a DBS check before joining New Road.

All practitioners will be registered and abide by the BACP's 'Ethical Framework for the Counselling Professions'.

New Road reserves the right to deem the provided references unsatisfactory and either request additional references or withdraw the job offer.

Induction

After the appointment, practitioners will complete induction and suitable training to ensure they are competent to fulfil their roles. During the induction process, all policies are available to practitioners and employees.

Recruitment and Diversity

New Road Psychotherapy is committed to ensuring no discrimination on any ground.

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

Appendix 1

If you are interested in a placement at New Road Psychotherapy, please fill in the form below.

1. Today's Date
2. Name
3. Address
4. Email
5. Date of Birth
6. Can you see a minimum of four low-cost clients per week? (This is not applicable to private practitioners.)

7. Professional Identity current, or once graduated. Eg, Humanistic Counsellor, Integrative Counsellor, Psychodynamic Counsellor, Psychotherapist etc
8. What year of your training are you in, or when did you graduate?
9. Name of your training organisation. If seeking a placement, please provide the contact person's name and email, i.e., the person who deals with placements. (Write 'not applicable' if seeking to work privately).
10. The professional organisation you are a member of or registered with:
11. Are you willing to obtain Professional Liability insurance before you begin working at New Road?
12. If working with anyone under 18, are you willing to submit a DBS check before working with them?
13. Training or training to work with? (Adults, couples, groups, young people. Etc.)
14. Briefly, what formal counselling experience, if any, do you have in working with clients?
15. Experience/special interest in?
16. How many hours of personal therapy have you had since your training started?
17. We currently provide supervision groups at the times below. Would you be able to attend one of them? (We show the supervision group times)
18. If none, would you be willing to pay for your private supervision? - select yes or no
19. What is your general availability to see clients at New Road like?
20. When would you be ready to start seeing clients at New Road?
21. Do you know anyone working at New Road Psychotherapy with whom there could be a boundary issue, e.g., current or past therapist or supervisor?
22. We want two references: One from a training tutor or supervisor and the other from a manager, supervisor or colleague. Please supply the names, positions, and email addresses of the two people willing to offer you a reference.

Conclusion

At New Road Psychotherapy, we are dedicated to creating a just and equitable society where everyone is treated with dignity and respect. We recognise that this requires ongoing commitment, effort, and steadfast resolve to be an actively inclusive organisation.

Contact Information: If you have any questions or concerns about this policy, please email the centre manager at admin@newroadpsychotherapy.com.

Review and Revision: This policy will be reviewed annually and updated as necessary to ensure its relevance and effectiveness.

Effective Date: 4 June 2024