



WELCOME TO OUR ABERLOUR

Aberlour provides specialist care, support and advice to vulnerable children and families across Scotland. Established in 1875 we run around 40 services in partnership with local authorities, health boards and other agencies.

Our vision is to transform the lives of the children and families we work with and, through this, contribute to building a fairer and more equal society.



To help to ensure that this happens we put a particular emphasis on personalisation. Whilst personalisation is about ensuring the people we support are involved in deciding the services they need and how those services are delivered, for us it's also about our staff being valued and empowered to be able to achieve this.

We provide the following range of services:

- Residential care services for young people of all ages with aftercare services allowing young people who would normally leave care at 16 more time and support to enable them to fulfil their ambition of completing further education or training
- Support for children whose lives are affected by parental alcohol and drug use. Supporting families to promote positive parenting, boost life skills and resilience, and take steps towards recovery.
- Home, community and educational support, short breaks and residential care for children and young people with complex disabilities. We also offer support to parents with learning disabilities.
- Support for young people who are not in education or employment to access education and work experience.
- Information, training and leisure activities for young people living in areas with high levels of social deprivation, crime, drug/alcohol dependency and recognised violent gang culture.
- Centres to promote positive parenting, early years learning and social skills within vulnerable and disadvantaged families.
- Play services supporting children and young people to learn, build confidence and make friends through play both indoors and out of doors.

- Training and education for childcare professionals to build a competent and confident workforce for today, and the future.
- Work with children and young people who arrive in Scotland unaccompanied and separated from their families.

Our roots lie in the Moray village of Aberlour, where, Canon James Jupp established an orphanage. Since then, Aberlour has been responding to the constantly changing needs of Scotland's children and families.

REGULATING OUR WORK

SCOTTISH SOCIAL SERVICES COUNCIL (SSSC) - REGISTRATION INFORMATION SHEET

The Register of Social Service Workers in Scotland opened in 2003. Registration is a major part of the drive for higher standards in social services that brings this workforce in line with other professional colleagues. Nursing, medicine and teaching are all regulated professions and workers have to register with their own regulatory bodies to be able to work in their field. Now social service workers have to do the same.

To register with the SSSC a worker must satisfy the criteria for registration. This includes holding the appropriate qualifications for the job they do and being able to evidence good character. Staff new to working in Social Care may be granted conditional registration with the SSSC if they do not have the required qualifications. However, anyone with a conditional registration must obtain the required qualification within a time period set by the SSSC.

If you do not meet the qualification requirements at the time you join Aberlour you will have to make a commitment to gaining an appropriate qualification while working for us. The SSSC recognises that it will take time for workers to achieve required qualifications, hence the time period mentioned above.

There are several registration categories which the SSSC have created to reflect the different types of work people do within Social Care – for example Residential Child Care or Housing Support. These different registers have been introduced in a phased manner – some have been open for some years and some yet to open. If you are offered a position with Aberlour the letter you receive confirming this will state which registration category applies to your post and, if required, you will be asked to apply for registration online. You must apply immediately to join this register otherwise you will be unable to work in your post.

There are two categories of qualification; professional and management. All workers will need a professional qualification and some supervisory or management posts will need both professional and management awards.

Aberlour is committed to helping people achieve and maintain registration requirements including qualifications and continuing professional development activities. We have a dedicated Learning and Development team who work alongside staff and managers to ensure that organisational and individual needs are met.

OTHER REGULATORY BODIES

If you are registered with another relevant regulatory body you are not required to register with the SSSC. The relevant regulatory bodies are:

- General Teaching Council
- Nursing and Midwifery Council
- General Medical Council
- Occupational Therapists
- Art, Music and Drama Therapists
- Physiotherapists
- Speech and Language Therapists
- Physiotherapists
- Speech and Language Therapists
- Chartered registration with the British Psychological Society in the division of Clinical Psychology, Counselling Psychology, Forensic Psychology, Educational Psychology, Health Psychologist, Occupational Psychologist, or Neuro-psychologists and Sport and Exercise Psychologists.

Full details can be found on the Scottish Social Services Council website www.sssc.uk.com

It is your responsibility to register and maintain your registration with the SSSC or any other relevant regulatory body.

If you require any further information on registration please ask your line manager.

IMPORTANT POLICIES WHICH AFFECT RECRUITMENT

POLICY ON THE RECRUITMENT OF EX OFFENDERS

Policy Statement

1. The Code of Practice (“the Code”) is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 (“the 1997 Act”). The Code identifies obligations which registered bodies, counter signatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 (“the 2007 Act”).
2. We comply with the Code, the 1997 and 2007 Acts regarding the treatment of individuals who are subject to Disclosure Scotland checks. We undertake not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.
3. We will provide a copy of this policy and the Code to anyone who asks to see it.
4. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of offending background. We actively promote the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. We will use an appropriate Disclosure Scotland check relevant to the particular position or type of regulated work. This will be based on a thorough risk assessment of the position or work and having considered the relevant legislation which determines whether or not a Basic, Standard or Enhanced Disclosure under the 1997 Act or a PVG Scheme Record under the 2007 Act is applicable.
6. Individuals will be made aware that the position or work will be subject to a Disclosure Scotland check and that the nature of the position or work entitles us to ask about unspent and/or spent convictions.
7. We will ask individuals to complete a criminal record self-declaration form. We will stress to individuals that they should be honest in their response. We will ask that this form be returned under separate, confidential cover, to the HR department and we guarantee that this form will only be seen by those who need to see it as part of the decision-making process.

8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position or work concerned.

9. We undertake to discuss any matter revealed in a certificate issued under the 1997 Act or a Scheme Record issued under the 2007 Act with the subject of that disclosure before a decision is made. Please note however, that we are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

10. We ensure that all those who are involved in the decision making process have been suitably trained to identify and assess the relevance and circumstances of disclosure information. We also ensure that they have received appropriate guidance and training about providing work for ex-offenders.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH US.

EQUALITY AND DIVERSITY IN ABERLOUR

Aberlour is committed to promoting equality, diversity and a culture that actively values difference. Aberlour recognises that people from different backgrounds and experiences can bring valuable insights to the workplace which will enhance the delivery of services.

Aberlour aims to be an inclusive organisation, where diversity is valued, respected and built upon; where equality of opportunity is provided to all and where the working environment is free from any form of harassment and bullying.

Aberlour is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for Aberlour will be treated fairly and will not be discriminated against unfairly.

Aberlour is committed to promoting a work environment that is free from harassment and bullying and where everyone is treated with dignity and respect. Aberlour has a separate Respect and Dignity at Work policy, which deals with these issues.

Aberlour is also committed to enhancing its equality provisions by working towards a comprehensive diversity strategy to improve the working environment, meet organisational needs and continue to deliver excellent services.

For further information and a complete copy of our policy please contact us.

FLEXIBLE WORKING

WORK-LIFE BALANCE - Flexible Solutions

Aberlour understands that employees have to balance work with other responsibilities and interests, and believes that helping employees to achieve an appropriate balance will bring organisational benefits.

Aberlour has a Flexible Working Policy but will also work with individuals to determine suitable working parameters. The following information outlines some of the ways in which Aberlour employees can work flexibly.

FLEXI-TIME

Working hours that suit you provided core hours are covered, giving the ability to vary your start, finish, and break times – this type of flexibility is common in our head office departments.

VARIED HOURS

There may be times where a small change in hours can help an employee, without affecting services. For example, requesting to start work 10 minutes later in the morning to take children to school, and working this time later in the day.

JOB SHARING

Where two people share a job and the associated responsibilities, salary, holidays etc.

TERM TIME WORKING

Allowing employees to take unpaid leave during school holiday periods, or reducing working hours during such times.

BREAKS FROM WORK

Apart from the more common types such as maternity, paternity, or adoption leave, Aberlour can offer a variety of other breaks, such as unpaid career breaks and sabbaticals, and a variety of study arrangements.

COMPRESSED HOURS

Some employees work their total number of contracted hours over fewer days. In residential services the shift systems can allow staff to work a late shift, a sleepover shift, and an early shift – staff report that this suits them since it then gives them a number of days off in a row, while the children in their care see the same person when they go to bed as they do when they awake the next morning.

PART-TIME WORKING

About one in three of Aberlour's employees are part-time – from 4 hours per week to over 30 hours per week, and includes arrangements made on a temporary or time limited basis.

WHAT ELSE IS AVAILABLE?

This document can only offer examples of the types of arrangements that are possible. Clearly what is possible is limited by the need to ensure that our services are delivered effectively. For example, if a teacher asked to work night shift it is likely that we would have to refuse since the demand for their work does not (currently!) exist at night. Similarly, jobs with no shift pattern are not common in our residential projects since the demand is there 24 hours per day. Aberlour is, however, committed to exploring with all employees any request they might make for flexible working, and undertakes only to refuse an application on clear business grounds. In doing so we believe that we will have a more motivated and productive workforce, as well as:

- maximised available labour
- making employees feel valued
- a loyal and motivated workforce in a less stressful environment
- attracting a wider range of candidates such as older; part-time workers; carers
- increased productivity
- professionally qualified staff
- reduced absenteeism
- the reputation of being an employer of choice
- retaining valued employees

HOW DO I APPLY?

Where there are clear possibilities for flexible working these will be shown in our recruitment adverts and materials and will be discussed with you during the selection process. Even if we haven't identified specific ways of working you should feel free to explore these during the process. Clearly there will be times when flexibility is limited but we will do our utmost to give an indication of this.

If you are already in post and wish to consider flexible working, please contact your manager or the Human Resources team at Head Office for more information and a copy of our policy and procedure.



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