



## Lighthouse and Catch22

Catch22 is a social business who design and deliver services that build resilience and aspiration in people and communities across the UK. Lighthouse has been incubated at Catch22 since 2017, and we received a tailored programme of support through the Incubate, Accelerate, and Amplify programme. Whilst Lighthouse is still part of the incubation programme all staff will be employed by Catch22 and are entitled to the same benefits, training and support.

[Visit the Catch22 website](#)

[Incubator programme](#)

## The recruitment process

### Shortlisting candidates

All applications are reviewed by our hiring team at Lighthouse. Ahead of formal, face-to-face interviews, we may call you on the number you have provided to have an informal discussion with you about the job and answer any questions you may have.

If you are not invited to interview you will receive an email informing you of your outcome; however, due to the volume of applications we receive we are unable to provide you with feedback if you are not shortlisted for interview.

### Interviews

If you are shortlisted for an interview, you will receive an email confirming all of the details. We aim to give candidates as much notice as possible of their interview, but should you need to reschedule the interview, or are no longer interested in the job, please let us know as soon as possible.

The majority of our interviews take place face-to-face at our office or at our partner's offices in London. You will be interviewed by the Lighthouse Director along with a selection of relevant colleagues, in a panel format. If you haven't taken part in a panel interview before, we recommend you research how these work.

The panel will be asking you specific questions to explore how your qualifications, skills and experience match the advertised person specification. Make sure you revisit the job description



ahead of the interview and prepare some examples that address the criteria. We strongly recommend that you research competency-based interviews ahead of the interview.

Lighthouse is committed to safeguarding children and young people and will include a values based interview and safe recruitment questions as part of the process for all roles.

There will be time for you to ask any questions about the job and Lighthouse at the end of the interview.

### **After the interview**

All candidates will be informed of the outcome of their interview and we aim to do this as soon as possible. If you are unsuccessful in your interview, we will offer you the opportunity to receive post-interview feedback with one of the interview panel members.

### **Offer and Onboarding**

If you are successful in your application, we will send you a *conditional* offer letter, explaining more about the job, salary and the conditions which must be met before we can confirm your start date. You will be sent a number of new starter forms. Please complete and return these forms as quickly as possible, as we are unable to confirm your start date without these.

### **Equality and Diversity**

Lighthouse is determined to make all efforts to prevent discrimination or unfair treatment against, and promote equality of opportunity for, all members of staff, potential members of staff or users of its services on the grounds of sex, race, gender, religion, marital status, sexual orientation, responsibilities for dependants, age, disability. We are opposed to discriminatory attitudes and are committed to translating this into all aspects of our everyday work.

Lighthouse recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within Lighthouse, both in our core team and in our children's homes is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. We will uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.



This statement provides a good practice framework to comply with the principles of the Equality Act 2010. The practices described in this document are designed to ensure a fair and objective process.

Lighthouse recognises that specific and positive programmes of action are necessary to ensure that the aims of our equal opportunities policy are achieved. We recognise, however, that progress requires the participation and commitment of all our staff to the policy, as well as the development of these procedures and structures.

It is the responsibility of every member of staff to apply the Catch22 [Equality and Diversity Policy \(pdf\)](#). Its application is also required from people who work with Catch22. The policy statement sets out the organisational framework within which all employees must work and where appropriate the areas where detailed organisational policy statements and related procedures apply.

## People with Convictions

We recognise the contribution people with convictions can make as employees. Applications from people with convictions will be treated on their own merits alongside any special criteria relating to the post (e.g. the need to visit prisons or work with young people where particular sorts of previous convictions may debar some people).

We no longer ask candidates to disclose criminal convictions at the application stage. Instead, we ask candidates to declare convictions at the offer stage. If you are offered a job with us, you will be sent our declaration form which contains a section on Rehabilitation of Offenders, where the post being applied for is exempt from the provisions of the Rehabilitation of Offenders Act (1974). When responding to these questions, you must disclose any 'unprotected' criminal convictions relating even when they may be considered 'spent' for other purposes. (Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975). Guidance on which convictions you must disclose to us, together with those which are 'protected' (and do not need to be disclosed) can be found on the [Disclosure and Barring Service \(DBS\) website](#).

Applicants may also be required to complete an online disclosure form from the DBS. An enhanced disclosure is required when the post involves working with vulnerable adults or with children and young people, where substantial unsupervised contact with them is part of the post.

A person's criminal record, in itself, will not debar that person from being appointed to a post with Catch22 unless the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and/or the Care Standards Act 2000 applies. Discretion will also be exercised where it is felt that a recent and/or serious conviction might mean that a person might re-offend or cause harm.



Each case will be considered on its merits and in consultation with the applicant concerned. The appointing manager will discuss how to proceed with their line manager.

Discrimination either in favour of or against those persons currently in the employment of Catch22 who have a criminal record is not permissible, and such information should be strictly confidential.

## **Safeguarding statement**

The safe recruitment of staff for Lighthouse is the first step to safeguarding and promoting the welfare of children in care. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Lighthouse is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. As an organisation working largely with under supported and often vulnerable young people or vulnerable adults, we have a special responsibility to ensure that our staff, sessional workers and volunteers are safe to work with our young people or vulnerable adults. Having a criminal record will not necessarily be a bar to obtaining a position. We use the Disclosure and Barring Service (DBS) checks service to ensure the suitability of all applicants, employees and volunteers working on behalf of young people or vulnerable adults, whether supervised or not. In using DBS checks, we undertake not to discriminate unfairly against any person the subject of checks on the basis of a conviction or any other information revealed. However, the safety of our young people, and vulnerable adults will always be paramount. This will depend on the background, nature and circumstances of the offence(s). Lighthouse is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

Lighthouse will

Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

## **Employment checks**

The following pre-employment checks will be undertaken:

Receipt of at least two satisfactory references

Verification of the candidate's identity

A Children's Barred List check (when undertaking regulated activity)



A satisfactory enhanced DBS disclosure  
Verification of the candidate's medical fitness  
Verification of qualifications  
Verification of professional status where required  
The production of evidence of the right to work in the UK  
If the person has lived or worked outside the UK for more than three months we will need to undertake checks which may include overseas criminal records checks.

Lighthouse Require staff who are convicted or cautioned for any offence during their employment with Lighthouse to notify us in writing of the offence and penalty at the earliest reasonable opportunity. Failure to do so may result in disciplinary action or dismissal.

### **Proof of identity and qualifications**

All candidates should bring with them to interview documentary evidence of their identity, either a full birth certificate, passport or photocard driving licence and additionally a document such as a utility bill that verifies your name and address. Where appropriate, change of name documentation must also be brought to the interview.

Candidates will also be asked to produce original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies, written confirmation of relevant qualifications must be obtained from the awarding body before employment commences.

### **How we manage your data**

We manage the data you provide in accordance with the [EU General Data Protection Regulation \(GDPR\)](#).

- The **Data Controller** (the organisation that determines how your data is managed) is **Catch22**. [Contact](#) them if you have a query about how your data is managed.
- The **Data Processor** (the organisation that does data processing on behalf of Catch22) is **The Bureau**.
- We are committed to giving you (the **Data Subject** in legal terms) an easy way to exercise [your eight rights under the GDPR](#).
- We process your data for the purpose of **receiving your message and responding to it** under the lawful basis of **consent**, which you give by submitting the form above. You have the right to withdraw consent for us to contact you at any time and the right to lodge a complaint with a supervisory authority, which in the United Kingdom is the [Information Commissioner's Office](#).



- We retain your data for as long as you allow us to do so. You can exercise your right to erasure at any time.

More information about how we manage all the data we collect can be found in our [privacy policy](#).

## Benefits

Whilst Lighthouse is still part of the incubation programme all staff will be employed by Catch22 and are entitled to the same benefits, training and support.

### Salary

A review of salaries usually takes place annually. There is also an opportunity to be considered for a bonus based on an assessment of your performance. A minimum of 12 months service is required to be eligible.

### Hours of work and flexible working

Start and finish times can be agreed between employee and manager. Flexibility of working hours may be required to meet our varying needs. A number of posts are offered on a part-time basis and there is potential for job sharing in some roles.

### Holiday entitlement

The basic allowance is 28 days leave per year (pro rata for part timers). After five years this increases to 33 days. In addition, there are 8 public holidays.

### Sick pay

Maximum sickness pay is two weeks full pay in the first year of service. This increases annually to a maximum of six months of full pay after five years service.

### Maternity/Adoption arrangements

After working for Catch22 for six months, full and part-time employees are entitled to 39 weeks maternity/adoption pay. All employees, regardless of the length of their employment, are entitled to 52 weeks statutory maternity leave.

### Special leave



Up to 10 days per rolling year are permitted (pro rata for part time employees), without loss of earnings or annual leave, when an urgent and exceptional domestic situation or personal crisis arises.

### **Building one Catch22 programme**

The building One Catch22 programme is an opportunity for our people to engage in developing or enhancing their skills across the organisation. The programme is an opportunity for all our people to participate in projects that will contribute towards enhancing Catch22 becoming a great place to work.

### **Learning & development**

Catch22 is committed to developing and enhancing people across the organisation. We offer a number of training routes and ways of accessing these opportunities. Some of these courses are accredited or contribute towards a specific accreditation.

### **Cycle to work scheme**

This scheme provides a tax efficient way to obtain a bicycle and accessories up to the value of £1,000. Repayments are made over 12 months via a salary sacrifice in order to obtain full relief from both income tax and National Insurance. To be eligible, employees need to have completed their probationary period and have an employment contract which lasts at least 12 months from the date the bicycle is collected.

### **Employee Assistance Programme (EAP)**

The EAP is a free, confidential service that offers expert advice, information and counselling for all employees on a wide range of issues such as buying a new home, starting a new job, having children, managing money and much more. The service is available 24 hours a day, 7 days a week, 365 days a year both over the telephone and online.

### **Pension**

We provide all our staff with an approved workplace pension scheme with a matching employer contribution of 4%. To help you fund your pension, we can offer you salary sacrifice. Salary sacrifice is a way to provide tax-exempt benefits to employees. You give up some of your salary in exchange for a non-cash benefit and you save the tax and NI on the salary given up.

### **Rewards Hub**



Rewards Hub offers staff discounted shopping opportunities, including over 1,400 retailers including big names such as Argos, John Lewis, Sainsbury's, Marks & Spencer, Currys, IKEA, lastminute.com and Sky. Discounts are available in store, online and by phone.

### **Staff awards**

We're passionate about doing the right thing and making a positive impact on our service users and colleagues and the communities we serve. Through the awards we recognise individuals and teams who have shown this passion, made a positive impact and made us better at what we do.

If you have any questions after reading this information pack, feel free to get in touch with us by emailing [info@lighthousechildrenshomes.org.uk](mailto:info@lighthousechildrenshomes.org.uk)