



DRCS

# Application Pack

# Introduction

Derwent Rural Counselling Service is a psychological therapy service focused on continuous improvement in allowing the locals of Derbyshire to access high quality counselling. It was founded in 1989, as a charity organisation, by members of the local population, who identified a need within the area to offer psychological support to the rural community. In 2013 we joined forces with Derbyshire Healthcare Foundation Trust and became a member of the consortium, Talking Mental Health Derbyshire and now offer NHS IAPT treatment as well as our charitable services.

## Purpose:

The purpose of DRCS is to provide first class, confidential therapy to anyone who we can offer appropriate support to and aims to remove the stigma behind mental health by offering educational workshops within schools and other organisations. These workshops focus on how to identify mental health problems in ourselves or others around us early on and raise awareness of the support networks available. Furthermore, in these sessions we promote a culture of well-being in their respective environments as this breeds positivity and is proven to increase performance. This culture of well-being is present in our organisation as we practice what we preach through our values. Our therapists are well trained and highly qualified to offer treatments such as general counselling, CBT, EMDR, CYP and IPT to cover a range of mental health problems. We are a registered charity who work closely with the NHS, meaning we exist for public benefit and are a non-profitable organisation so our sole purpose is not a high turnover of profit but achieve a high turnover of fully recovered clients.

## Vision:

Here at DRCS, our vision is to deliver the highest quality of effective counselling to help people achieve mental wellbeing. To do this we need to continue to place the clients at the heart of what we do and to offer them an anonymous, confidential and ethical service. We are an ambitious company that is always looking to grow and improve; this is evident as we are the largest providers of counselling in Derbyshire and are continuously looking to expand. DRCS will continue to identify and recruit truly exceptional individuals who can meaningfully enhance its existing capabilities

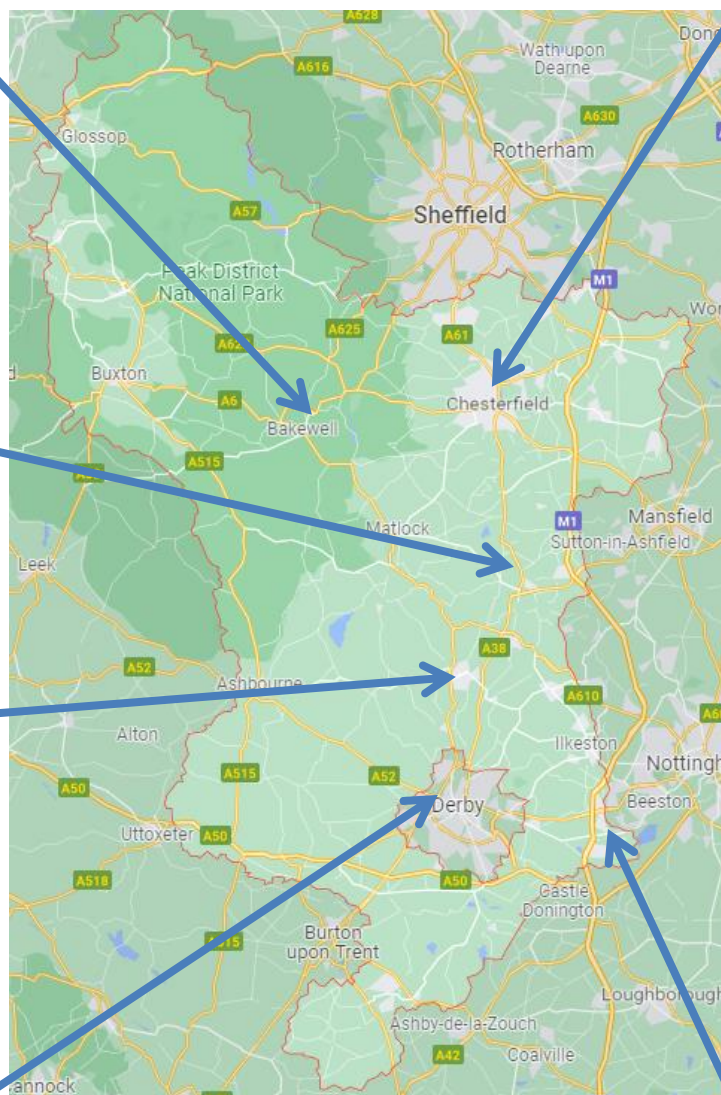
# Treatment Centre Locations

## Bakewell Office

Newholme Hospital  
(We are moving to new premises  
in November 2023)

## Chesterfield Office

New Beetwell Street  
Chesterfield  
S40 1QR United Kingdom



## Alfreton Office

5 Church Street  
Alfreton  
DE55 7AH United Kingdom

## Belper Office

8 Green Lane  
Belper  
DE56 1BY United Kingdom

## Derby Office

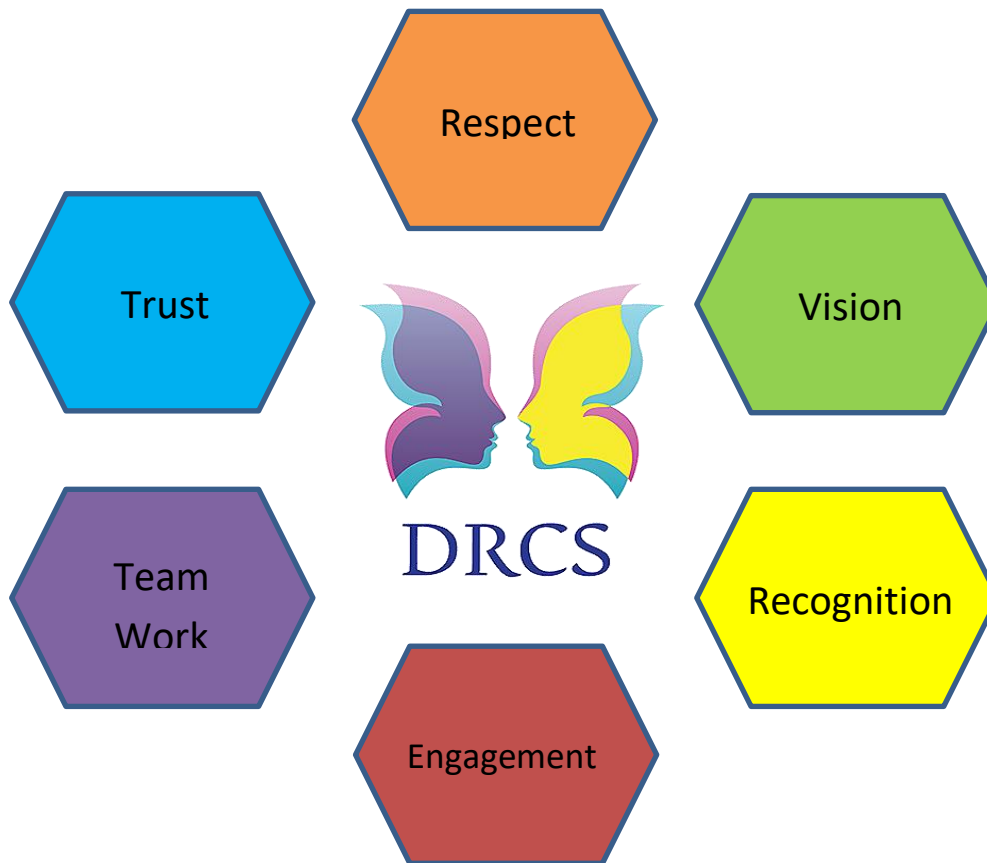
Probate House  
37&38 St Marys Gate, Derby  
DE1 3JZ United Kingdom

## Long Eaton Office

Unit 1, Midland Street  
Long Eaton  
NG10 1NY United Kingdom

# Our values

To provide the highest quality of professional therapies, with ease of accessibility, to people in distress. We are here to help.



Our values are our behaviours. They guide our decision making and our actions. They are the reason why we will succeed in helping as many individuals that we can. We will always strive to ensure that everyone has the opportunity to:

**Connect** – Connect with the people around you

**Be active** – You don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life.

**Keep learning** – You learn something new everyday

**Give to others** – Smile, say thank you, kind words and socialise all help towards your mental well-being.

**Be mindful** – Be more aware of the present moment, including your thoughts and feelings, your body and the world around you.

**Telephone:** 0800 047 6861

**Email:** [hradmin@dracs.org.uk](mailto:hradmin@dracs.org.uk)

**Website:** <https://dracs.org.uk/>

# DRCS Selection Process

## Selection:

- All applicants must complete a relevant application form, whether they are applying for an employed status position or a self-employed role. Those submitting CVs only will not receive an interview because of our commitment to safeguarding and safer recruitment.
- Shortlisted candidates will be given as much notice as possible and minimum of 5 working days before an interview date.
- All candidates will be assessed objectively against the selection criteria set out in the person specification. Only candidates who meet all the essential criteria should be short-listed.
- The selection process must include two or more of the following selection methods, depending on the role;
  - i) Initial telephone discussion
  - ii) Interview with competency-based questions
  - iii) Interview with safeguarding based questions
  - iv) Presentation
- Competence will be measured in terms of demonstrated skill, knowledge and experience against pre-determined selection criteria. Personal aptitude may be measured by psychological testing.
- Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.
- Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be kept on file following the selection process and will be kept for a maximum of 6 months following the selection process if the candidate was unsuccessful. Where the candidate has been successful, notes will be kept within their personnel file for up to one calendar year.

## **Appointment:**

- All appointments are usually made by the Operations Manager or HR Manager and confirmed in writing. All appointments are subject to background checks.
- A full Enhanced DBS application will be required for all clinical staff before any unconditional offer of work can be made, although DBS check using the update service is acceptable. A basic DBS check, as a minimum, will be required for non-clinical staff.
- Other background checks include (where appropriate);
  - i) Copies of qualification certificates (with sight of the originals)
  - ii) Proof of accreditation or that they are accreditable
  - iii) Receipt of 2x references
  - iv) Proof of eligibility to work in the UK
  - v) Proof of safeguarding training at an appropriate level for the role.
  - vi) Professional body registration
  - vii) Copy of privacy notice (self-employed only)
  - viii) Copy of relevant insurance (self-employed only)

## **On – Boarding:**

- Various managers and other personnel will be required to take an active part in the induction process during the first two weeks of employment which may include but is not limited to;
  - i) Introduction to DRCS values and back story
  - ii) Safeguarding induction
  - iii) Data security
  - iv) Client management tools
  - v) Office orientation
  - vi) Policies, systems and procedures
- Self-employed contractors will undertake an alternative general orientation to ensure they are introduced to the systems and protocols provided by DRCS including the invoicing system.

# Children and Safeguarding Policy Statement

- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- implementing a code of conduct for staff and volunteers.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- recording and storing information professionally and securely.

DRCS works with children and families as part of its activities. These activities include one to one and group therapy. We are potentially able to offer this service to any individual above the age of 6. The purpose of this policy statement is:

- to protect children and young people who receive DRCS's services. This includes the children of adults who use our services.
- to provide parents, staff, contractors and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Derwent Rural Counselling Service, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, contractors, agency staff and students.

## Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England (see **appendix 1** and **appendix 2 for brief summaries of relevant legislation**)

### We believe that:

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### We recognise that:

- the welfare of the child is paramount.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding.
- developing child protection and safeguarding policies and procedures which reflect best practice.



# Reference Request Pro-Forma

**DATE**

**NAME OF REFEREE**

**ADDRESS**

Example of Reference Request

Reference Request for – **Applicant's Name**

Dear **Name of Referee**

The above person has applied for the position **Job/Role Title** at Derwent Rural Counselling Service. They have nominated you as a referee. I would be grateful if you could complete the following reference request and return it via email to [hradmin@drcs.org.uk](mailto:hradmin@drcs.org.uk).

Employment/Contract Start date		
Employment/Contract End date		
Job/Role Title		
<b>Did you find the Candidate:</b>	<b>Yes / No</b>	<b>Comments</b>
Hard Working		
Prompt		
Competent		
Willing to Learn		
Good Team worker		
Trustworthy		
Other		

**Signed by **Referee's Name:**** \_\_\_\_\_



Registered Charity No: 1124775 Company No: 6081874  
Patron: Lord Edward Manners

**Telephone:** 0800 047 6861

**Email:** [hradmin@drcs.org.uk](mailto:hradmin@drcs.org.uk)

**Website:** <https://drcs.org.uk/>