

## **Manager's guide to recruiting young people in Sanctuary Care and Sanctuary Supported Living**

### **Workers age 16-17**

In Sanctuary Care and Sanctuary Supported Living, we appoint employees on values driven recruitment criteria. This may mean that from time to time, hiring managers identify suitable candidates who are 16 or 17 with a limited work history. When employing a young person who is 16 or 17 there are some additional guidelines and legal obligations to be aware of.

### **The recruitment process**

Candidates should be interviewed, and the interview scored as normal. Managers should acknowledge limited work experience and allow answers to include educational based or 'work experience' based examples.

A DBS/PVG can still be applied for. References are still expected, from educational institutions, work experience/previous employers and/or character references.

They attract the same rate of pay as anyone else employed into that post who may be older (unless you are employing an apprentice for which different rules apply).

### **Roles that young workers can do**

Any auxiliary post, and care work, providing the following guidance is met:

- they have completed or are undertaking an approved training programme in health and social care;
- the registered manager or a delegated person assesses the competence and confidence of the young worker to carry out all the tasks required of them, including where necessary intimate personal care;
- that appropriate support is offered to the young worker;
- the consent of the person being supported, and/or their advocate has been obtained; and
- inexperienced practitioners are not left in charge of a care setting or left to work on their own.

### **Risk Assessment**

A [Young Workers Risk Assessment](#) should be completed and reviewed as required for all employees aged 16 and 17.

## Legal restrictions on working hours

There are additional laws to protect young workers in this area that must always be complied with. This is irrespective of the role they take on.

- A working day must be no more than eight hours.
- A working week must be no more than 40 hours.
- They must have a 30-minute break minimum if their working day is longer than 4.5 hours.
- They must have 12 hours rest minimum in any 24-hour period in which they work.
- They must have two days' rest, taken together each week.
- A young person must not work on nights, in any role.
- The latest that a young person can work is 10pm, the earliest that they can start is 7am.

**Note:** Kronos must be restricted to reflect the above guidance.

## Requirements for studying

By law in England, the minimum school leaving age is 16. Until they're 18 years old, school-leavers **must** do one of the following:

- full-time education or training, such as school or college;
- work-based learning, such as an apprenticeship; and/or
- working or volunteering (for 20 hours or more a week) while in part-time education or training.

Therefore, managers should expect that any young workers will be studying alongside the work they do for Sanctuary. Managers should be mindful of educational commitments and resulting availability and discuss this at the point of recruitment. Work should not have a detrimental impact upon the individual's studies.

In Scotland and Wales this law does not apply, and once young people have reached the minimum school leaving age at 16, they can go into full-time employment.

**Note:** Managers must not employ anyone under the age of 16.

## References:

- [Skills for Care - Guidance on Employing Workers 16 - 18](#)
- [ACAS - Young Workers](#)