



Recruitment Policy

To ensure the safety and wellbeing of all children in my care I follow strict procedures when recruiting paid staff or volunteers. All vacancies advertised include a statement about my commitment to safeguarding children.

As an equal opportunities employer I am committed to ensuring that recruitment procedures are fair, open and transparent and comply with relevant employment legislation.

Any personal information received is dealt with in the strictest confidence.

Recruitment Procedure

A detailed job description is prepared before each post is advertised and is available to all applicants.

Each job description will include:

- Job title
- Service Name and location of the position
- Nature of job role
- Description of main duties and responsibilities
- Hours of Work and Rate of Pay
- Qualifications / Skills / Experience requirements

Posts will be advertised in local newspapers / facebook groups / community notice boards.

Following an initial enquiry, potential candidates will be sent a job description and an application form.

The application form includes:

- Record of Education & Training
- Employment History
- Personal Statement – where candidates must describe why they are suitable for the job.
- Names and contact details of two referees. (These must not be friends or relatives)
- Good Health declaration
- Confirmation of right to work in the UK
- Declaration of any criminal convictions or cautions
- Declaration that all information provided on the form is correct.

Successful candidates will then be invited to attend for an interview and asked to bring with them the following items:

- Proof of identity, e.g. passport or driving license
- Proof of address, e.g. recent utility bill or bank statement
- Proof of qualifications, e.g. the relevant certificates

Upon interview, all candidates will be asked the same set of questions. Additional questions will then be asked about any other issues that arise from their application form, e.g. gaps in career history.

Following interview, promising candidates will then be invited to participate in a supervised session with the children. All parents will be notified of this session. The candidate will be observed and their interaction with the children, parents and I noted.

Only once all candidates have been interviewed and observed in a supervised session will I make my final selection.

The successful candidate will be sent a written offer of employment which will clearly state that the offer is subject to confirmation of suitability from the two referees provided and a clear enhanced DBS check. Returned DBS check will be kept on file along with photocopies of the new member of staff's qualification certificates and proof of identity.

On starting work, the new member of staff will be supplied with a staff handbook, a copy of the service policies and procedures and required to sign a contract of employment / self-employed assistant agreement.

New staff must undergo an induction procedure and further training such as First Aid, Child Protection / Safeguarding and Hygiene Procedures / Infection Control will require to be completed within the first 6 months of service.

Staff performance will be continuously monitored, and appraisals will take place every 6 months to discuss progress and any additional training required.

New staff will only be allowed to work unsupervised with children once a clear DBS check has been received. DBS checks for all staff will be updated every three years and kept on file.

Disqualification

As per the setting's Child Protection / Safeguarding Procedures, all staff have an obligation to inform me immediately if anything has changed in their own circumstances that might affect their suitability to work with children. This includes disclosing whether they, or anyone living in the same household, has received any convictions, cautions, court orders, reprimands, or warnings. Ofsted will be notified as soon as possible and appropriate action taken to ensure the safety of children. This may include temporary suspension until Ofsted has checked the staff member's suitability or permanent dismissal where the person has been disqualified from working with children.

If you have any concerns regarding this policy, please discuss them with me.