

Banwell Buddies Staff Recruitment Procedure

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with the Statutory Requirements.

Procedure:

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Applications will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We advertise through local channels, for example North Somerset Council Vacancy Bulletin, North Somerset Times, Weston Mercury and other local papers depending on the post.
- Advertisements state our commitment to safeguarding and promoting the welfare of children.
- No CVs will be accepted. Information on how to receive an application pack is included in the advertisement.
- Advertisements state that we require 2 references to be received prior to interview, one of which must be from the applicant's current employer.
- References are followed up with a phone call to the referee.
 - If we are not satisfied with the information provided by the 2nd referee, a 3rd referee will be sought.
- Applications are scrutinised by the interview panel members; scoring against the criteria set out in the personal specification supplied in the application pack.
- Where possible, all interviewers will have completed Safer Recruitment Training and have the authority to appoint. A minimum of one interviewer must have in date training.
- Suitable applications are notified of an interview date.
- The identity and qualifications of candidates are verified on the day of interview by scrutiny of appropriate original documents; copies of documents are taken and kept on file.
- During the interview, the applicants' suitability to work with children as well as for the post is explored.
- All candidates are scored on their interview skill, knowledge and performance against the desired and essential criteria.
- All candidates are informed in writing of the outcome of the interview and are offered feedback if they are unsuccessful; an approximate time scale will be given to the candidate at interview.

- All new staff are taken through an induction process during their first days of employment.

This Policy was adopted at the meeting of:

Staff at Banwell Buddies

Held on:

October 2018

Signed on behalf of the Committee:

A handwritten signature in black ink, appearing to be 'A. G. G.', written over a horizontal line.

Role of Signatory:

Chair of Management Committee

Last update: 10/2018