

Recruitment Policy.

The Community Playgroups take its commitment to safeguard and promote the welfare of children and young people very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

1. When we have job vacancies we advertise on the Job Centre Plus Website.
2. The adverts contain the statement written above, regarding our commitment of safeguarding and promoting the welfare of children and young adults.
3. All applicants will be required to complete an application form and will then receive a letter from the playgroup stating whether they have been successful in reaching the next stage (face to face interview) or not.
4. All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
5. During an interview applicants will be asked to prove:
Their identity (passport or photocard driver's license)
Relevant qualifications (certificates)
Eligibility to work in the UK (official paperwork)
Their criminal history (disclosing anything that will show up on a DBS)
6. Detailed enquiries will also be made regarding any gaps in their employment.
7. The playgroup leader and manager will be present at the interview.
8. Each applicant will receive communication from the playgroup stating whether they have been successful or not.

Starting Work

1. The successful candidate will be informed that their job offer is conditional, dependant on the return of two satisfactory written references and an up to date DBS check.
2. New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.

3. New members of staff will undergo an induction period (minimum of eight weeks) during which time they will read and discuss the playgroups policies and procedures. The playgroup manager or deputy manager will introduce new staff to the way the playgroup operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.
4. All staff will attend an annual 'on going suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside the playgroup. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.

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