



St Thomas More Playgroup

Recruitment Policy and Procedure

St Thomas More Playgroup is committed to safeguarding children, young people and their families and our staff and volunteers.

The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. Everything we do is to ensure the safety and wellbeing of the children and young people we work with, as well as that of children and young people in general.

We believe for safeguarding and good practice to happen, we need staff and volunteers who are carefully selected, feel valued, encouraged and who are appropriately trained, managed and supported in their work. St Thomas More Playgroup is committed to safer recruitment processes in order to achieve this. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation.

All advertising and recruitment processes will be in accordance with our Equal Opportunities Policy. Advertisements will state that the position is subject to the DBS enhanced disclosure and that the position is exempt from the Rehabilitation of Offenders Act 1974. This includes any convictions considered as 'spent' under the Act.

In accordance with Equal Opportunities, a curriculum vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants. In line with the EYFS statutory requirements, applications will only be sought from persons over the age of seventeen years.

A minimum of two references will be sought and checked as evidence of the applicants suitability for the position.

Procedure

- As part of the recruitment process the application form, job descriptions and person specification will be reviewed.
- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A job description and person specification will also be sent out. This will outline the responsibilities of the role.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- As part of the shortlisting stage, applicant's qualifications will be checked to ensure that they are full and relevant as defined by the Teaching Agency (qualification checker)
- Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications. The interview will further explore a candidates suitability for the post.
- Suitable references (a minimum of 2, one of which is from the applicants current or last employer) and a health declaration check (if required) will also be sought prior to commencement of employment.

- All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of the pre-employment health screening.
- The successful candidate will be required to complete a disclosure form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children and a written risk assessment will be completed.
- Continued employment is subject to a satisfactory enhanced disclosure. DBS information will be recorded in accordance with the DBS code of practice.
- A written statement of employment particulars (employment contract) will be issued within 2 months of taking up the post.
- A full induction will be completed and documented.
- A full job description for the role will be given and discussed with the new employee.
- A staff file will be established which will maintain copies of the application form, qualification certificates, the staff record sheet containing necessary personal details, next of kin and emergency contact information as well as any subsequent performance management records.
- Performance reviews will take place with the new employee at regular intervals during the specified probationary period to ensure that they are settling into the team and meeting the requirements of the post.

We strive to create an ongoing safe work culture, where everyone is able to challenge and participate. We have clear whistleblowing and safeguarding policies and procedures in place in order to keep staff and children safe, All staff paid, or unpaid, working with children and young people have a responsibility to report any concerns to the appropriate officer and will be fully supported in doing so. Any suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Policy date : September 2018

Review date: September 2019