

Recruitment Procedures

1. The named person responsible for recruitment procedures is Peter Capel and they hold a safer recruitment qualification.
2. We work towards offering equality of opportunity by using non-discriminatory procedures for staff and volunteers recruitment and selection.
3. All staff have job descriptions which set out their staff roles and responsibilities.
4. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
5. All candidates are required to complete our application form. Any discrepancies/anomalies will be discussed at interview.
6. We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check. All staff/volunteers obtaining a new DBS will be asked to sign up for the update service to allow us to check the status of the members DBS every 6 months for regular staff/volunteers or when they return from a period of absence.
7. Staff/volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before or at any time during their employment with us. (This also applies to members of their household) In accordance with regulations made under Section 75 of the Childcare Act 2006. We are required to have regard to the disqualification guidance published by the government, which is available at: www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006. (All staff/volunteers and prospective staff/volunteers are required to sign to confirm their suitability to work with children and have read, understood and comply with the latest version of the government publication on Disqualification under the childcare act 2006 at interview, on the first day of employment and at every performance review.)
8. We obtain two references for staff / volunteers as part of our recruitment process. Both references are required prior to the employment commencing at the setting.
9. All applicants for paid members of staff positions shall provide at least two pieces of identification to confirm their right to work in the UK. Volunteers will show identification at interview to confirm their identity (e.g. passport, drivers licence, works (employee) identity card).



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10. All applicants for paid or voluntary positions shall attend an interview which shall be attended by at least 2 members of the organisation. The committee chairperson must attend when interviewing for the manager's position.
11. All applicants shall be vetted and DBS checked and until a satisfactory response is received any work undertaken by an applicant shall be strictly supervised by a named mentor with no work with young people to be undertaken alone.
12. Where the experience of an applicant is considered insufficient a trial period of 3 months shall be undertaken followed by a review to determine whether the appointment is to be confirmed.
13. Immediately following appointment any training requirements should be identified and a training plan put in place. This may be before any trial period is completed. Also following appointment of paid staff, a one to one review should be held at least annually.
14. All paid staff shall receive contracts of employment for signature following successful completion of DBS and any required vetting, references. – see appendix A for sample contract.
15. All appointed staff and volunteers shall be made aware of the clubs policies and procedures and how to access them.

Disqualification

Where we become aware of any relevant information which may lead to the disqualification of an employee/volunteer, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated. In accordance with regulations made under Section 75 of the Childcare Act 2006. We are required to have regard to the disqualification guidance published by the Department for Education, which is available at:
www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006.

Appendix A : Sample terms and conditions

Appendix B : Sample Application form

This policy was adopted at a meeting of	Tilehurst Junior Youth Club	(name of provider)
Held on	<u>15/05/2018</u>	(date)
Review Date	<u>15/05/2019</u>	(date)
Signed on behalf of the management committee		



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Name of signatory

Role of signatory (e.g. chair/owner)

Kim Donnison

Acting Chair
