



## **Recruitment Policy**

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

- Vacancies will be advertised widely within the community using different methods, such as posters, local newspapers, employment agencies, social media and village magazines.
- Those who express an interest in the position will be sent the job description and be informed of the interview dates.
- On application each candidate will be asked to supply a list of qualifications, previous experiences and the names and addresses of 2 references. Application closing date will be specified on the application form.
- Equal opportunity requirements will be met throughout the recruitment process.
- Interviews will take place with the Play Leader and Deputy, and up to two committee members as interviewers.
- If the position is for a new Play Leader the interview will involve a full and thorough discussion of the role, knowledge of relevant policies, Early Years Foundation Stage (EYFS) framework and key themes, and a session within playgroup (under observation).
- Once a candidate has been selected, references and DBS checks must be obtained by the Committee. 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 which have been done.
- All staff have job descriptions which set out their staff roles and responsibilities. A job description and contract will be given to new employees, and Staff Induction policy followed.
- Ofsted will be informed if a new Play Leader is appointed, and their contact details may be provided to Ofsted.

It will be made clear to applicants for posts within Whitsers that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants for work within the playgroup, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or applicants who have moved rapidly from one job to another, explanations will be sought.

All appointments, both paid and voluntary, will be subject to the candidate satisfactorily fulfilling the DBS checks requested by Playgroup and required by Ofsted, and will be subject to a probationary period, and will not be confirmed unless the Playgroup is confident that the applicant can be safely entrusted with children.

If an Apprenticeship position becomes available, this will follow the same procedure as above.

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