



Recruitment Policy

- **Policy statement**
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- The pre-school will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.
- No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or belief. Commitment to implementing the group's equal opportunities policy will form part of the job description for all workers.
- **Advertising**
- A position will be advertised using available local resources. Job vacancies are advertised in the local community and job descriptions and application forms are sent to all applicants. The advert will state that appointment is subject to CRB checks (strong commitment to safeguarding). We will always appoint the best person for the job and will treat fairly all applicants for jobs. Previous experience and relevant qualifications are considered before appointing anyone.
- **Interviews**
- Suitable applicants will be invited to attend an interview on the premises with the school head and manager. If applicable they will be required to bring their certificates of qualifications with them.
- Applicants will be asked a number of questions during their interview
- Applicants will also be asked to write an observation on a child of their choice.
- Applicants will be asked to carry out an activity with a group of 8 children.
- **Offering the job**
- If a candidate is suitable they will be made an offer of employment SUBJECT to acceptable reference checks (at least 2) and CRB checks. The candidate will be given

the CRB form plus the accompanying notes for completion. The Administrator will verify the additional identification checks.

- If reference checks are acceptable and the CRB is still being processed, the applicant may commence employment but will NOT be left unsupervised with children or accompany children to the toilet, until the CRB disclosure has been granted.
- The employee will be subject to an induction period and may be required to complete the Induction Standards.
- Photocopies of all qualifications will be kept in the office or on the board for parents.
- All disclosure information will be stored and disposed of in accordance with the CRB's Code of Practice.
- **CRB Enhanced disclosures**
 - Relevant checks are carried out on everyone that helps in pre-school wherever possible. No-one is ever left alone with the children unless they have been suitable checked.

This policy was adopted at a meeting of Downside Children's Pre-school held on _____

Signed on behalf of Downside Pre-school
by: _____

