



Frenchay Pre-School/Little Heroes Holiday Club safe recruitment procedure

‘We will recruit and employ people on the basis of their skills, experience and knowledge. We aim to ensure that no applicant or employee is subject to discrimination of any kind on the grounds of having, or being perceived as having, or being associated with someone who has, a protected characteristic, as defined by the Equalities Act 2010. We will advertise for staff and management using a mix of methods and using a mixture of minority and mainstream press. We will always follow the procedures outlined in our Recruitment Procedure. Training, development and progression opportunities will also be available to all staff’.

- We will place adverts for the role with South Glos Early Years Team, BAND Bristol and sometimes in the local magazine.
- We will review all applications received.
- The candidates will be interviewed by Lucy Foley (owner) and Claire Frost (manager). We also ask parents if they would like to help interview. The same questions will be asked to all candidates.
- Candidates are invited to spend an hour or so in the room with the children after their interview
- We will strive to tell applications if they have been successful or not within 48 hours of the interview. An initial phone call is made followed by a letter outlining working hours, rates of pay etc.
- We will ensure the selected applicant has the relevant training, qualifications and experience.
- We will apply for references (at least 2, preferably one being from the most recent employer and one personal reference) and health reports (if

appropriate). We will send referees the job description and person specification and ask them to comment on the candidate's ability to carry out the duties listed. We will ask referees to respond as soon as possible and we will follow up any outstanding references.

- Lucy Foley will apply for a DBS (Disclosure and Barring Service) check and any other necessary checks on all staff including the leader/suitable person, unless you have signed up to the DBS update service, in which case we will seek your permission to check this for any changes to your status since your last check.
- Lucy Foley will check the disqualification status of new employees prior to them starting work.
- We will check identity, address and eligibility to work in the UK from the appropriate documents:
 - **Name & address** - Birth Certificate, Passport, Driving Licence, utility bills and marriage Certificate, divorce details, deed poll (where their name has changed).
 - **Eligibility** - National Insurance Number or P45, P46, P60 or work permit.
 - We will ensure the new employee is aware of their probationary period.
 - We will prepare an induction programme for the new employee. The new staff member is inducted by Deb Trim (Deputy Manager). Induction includes reading all policies and procedures, with particular attention to safeguarding procedures. New staff member informed at this point of their duty to report to management any medication that may affect work, and any convictions received by themselves or the people they live with.
- Employee is subject to a 3 month probationary period, and will have weekly meetings with Claire to discuss how they are getting on and any issues or problems. If the management feel that for whatever reason the new employee is not ready to be given a contract, the probationary period may be extended. The employee can be dismissed at any stage during the probationary period and is not guaranteed a full time job at the end of the period.

Written by: Lucy Foley

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