



RECRUITMENT POLICY

Impact Wrap Around Recruitment Policy

Introduction

Impact Wrap Around is committed to providing high-quality after-school childcare services at Lunsford Primary School. To ensure we employ the best candidates for the role, we have developed a recruitment policy that is clear, fair, and transparent. This policy outlines the process we follow when recruiting staff to work within our after-school childcare programme.

1. Job Application Process

All prospective employees must submit a current CV outlining their qualifications, experience, and relevant skills for the role they are applying for. This document will help us assess their suitability for the position and provide a basis for the interview process.

2. Interview Process

Following receipt of a CV, shortlisted candidates will be invited for an interview. The interview process is designed to assess a candidate's skills, qualifications, and suitability for working with children in a safe and supportive environment.

During the interview, candidates will be evaluated using a tick sheet of specific criteria, which includes:

- Relevant qualifications and experience
- Knowledge and understanding of safeguarding procedures
- Ability to work as part of a team
- Communication skills with children, parents, and staff
- Appropriateness of approach to managing behaviour and ensuring child safety
- Passion for working with children and promoting their development

3. References

To ensure candidates have a strong professional background and can meet the requirements of the role, we will gather references from previous employers or other professional contacts. These references may be requested either verbally or via email, and they will be used to verify the candidate's employment history, work performance, and character.

4. Enhanced DBS Check

In accordance with our safeguarding policy, all staff members are required to undergo an enhanced Disclosure and Barring Service (DBS) check before they can commence employment with Impact Wrap Around. This ensures that all individuals working with children have no criminal convictions that would prevent them from working in a childcare environment.

5. Recruitment Decisions

Once the interview, reference checks, and DBS check have been completed, a decision will be made regarding the candidate's suitability for the role. If successful, the candidate will be offered a position, and the appropriate employment contract and induction process will be arranged.

6. Equality and Diversity

Impact Wrap Around is an equal opportunities employer. We are committed to ensuring that all candidates are treated fairly and are assessed based on their skills, experience, and qualifications. Discrimination on the grounds of age, race, gender, disability, sexual orientation, religion, or any other characteristic will not be tolerated.

7. Continuous Monitoring and Review

This policy will be reviewed regularly to ensure it remains up to date with current employment laws and safeguarding standards. We are dedicated to continuously improving our recruitment process to ensure the safety and well-being of all children in our care.

Conclusion

By following this recruitment policy, Impact Wrap Around aims to hire the most qualified and capable staff to provide a safe, enjoyable, and enriching after-school experience for the children at Lunsford Primary School.

Signed:

[Name of Manager]

Impact Wrap Around

[Date]