**Recruitment and selection policy**

**Policy Statement**

The Dawnay Playgroup is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All issues related to child protection and safeguarding and promoting the welfare of children will be considered at every stage of the recruitment process.

The Playgroup will make the recruitment process a consistent and thorough process obtaining, collating, analysing and evaluating information from and about applicants.

This policy has been established to clarify the basis on which decisions regarding recruitment and selection will be taken and will be applied to the recruitment of anybody seeking employment at the Playgroup, regardless of whether they will be paid staff or not or may not have direct contact with children but regularly work in the setting. In the circumstance when a volunteer may help as a one-off, such measures would be unnecessary provided that the person is not left alone and unsupervised in charge of children.

This document should be read in conjunction with the Staffing and Employment policy and Safeguarding Children policies.

**Aims**

To provide a framework for the efficient and effective recruitment and selection of all categories of staff at The Dawnay Playgroup.

To ensure that staff who are recruited have the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the role and the needs of the Playgroup.

To ensure a consistent and equitable approach to the appointment of staff

To ensure that all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, gender religion, age, disability, martial status, sexual orientation etc.

Ensure that all staff are subject to enhanced DBS Disclosure and 2 references prior to appointment and undertake all the necessary procedures to check their identity and right to work in the UK and suitability to work with children.

**Procedures**

Prior to advertisement we will ensure the job advert makes clear the Dawnay Playgroup's commitment to safeguarding and child protection, and promoting the welfare of children, and advise that the successful applicant will require an enhanced DBS disclosure.

The job description and person specification will be reviewed to determine whether the roles, responsibilities, qualifications, experience, skills, abilities of the post need to be revised.

The job description and person specification must make reference to the responsibility for safeguarding and promoting the welfare of children and includes specific reference to suitability to work with children.

The job advertisement will be publicised within the local school community, local community and where necessary the local press. The closing date for the role shall allow adequate response time which will normally be two weeks.

The Playgroup will ask applicants to complete an Application form (appendix A) and will not accept Curriculum Vitae drawn up by an applicant. A job description and copy of The Dawnay Playgroups Staff and Employment Policy will also be sent to the applicants.

The selection and interview panel will include staff that have the necessary authority to make decisions about the appointment and Committee Chairperson. One member of the panel will have undertaken Safer Recruitment training.

Shortlisting will commence as soon as possible after the closing date for receipt of applications. Shortlisting will be based on the information contained in the application form measured against those requirements identified in the person specification. All candidates will be assessed equally against the criteria in the person specification without exception or variation and without unlawful discrimination.

Where a candidate is known personally to a member of the selection panel it should be declared before short listing takes place. It may be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

To ensure the suitability of an applicant we will;

* Obtain and scrutinise comprehensive information from applicants and satisfactorily resolving any discrepancies or anomalies
* Obtain 2 independent professional and character references that answer specific questions to help assess an applicant’s suitability to work with children (Appendix D)
* Hold a face to face interview that explores the candidates suitability to work with children as well as his/her suitability for the post
* Verify the successful applicant’s identity by performing and recording a number of specific identity checks. (appendix G)
* Verify that the successful applicant has the academic or vocational qualifications claimed. Where possible before the interview, specific qualifications or previous relevant experience that will not be verified by a reference, should be checked so that any discrepancy can be explored at interview.
* Check his/her previous employment history and employment
* Verify that she has the health and physical capacity for the job
* Verify that she has the right to work in the UK
* Obtain an enhanced DBS disclosure

All applications will be scrutinised to ensure information is consistent and does not have any discrepancies and to identify any gaps. Incomplete applications will not be accepted

If a candidate’s DBS disclosure shows s/he has been disqualified from working with children or an applicant has provided false information or there are serious concerns about an applicant’s suitability to work with children, the facts will be reported to the police.

All candidates who have not been short-listed will be sent a letter within 5 working days of the decision. (Appendix B)

The panel will request references to obtain objective and factual information. These will be sought and obtained directly from the referee. The panel will not accept copies of references or testimonials nor open references i.e addressed ‘To whom it may concern’

Candidates who are selected for interview will be sent an invitation to interview letter (Appendix C) confirming details of their interview and notes relating to the process including Identification verification and exploring issues relating to safeguarding and child protection.

A face to face interview will assess the merits of the candidate and explore their suitability to work its children. A copy of documents used to verify the successful candidates identity, right to work and required qualifications will be kept for the personnel file.

All candidates will be asked the same core questions relevant to the person specification and job description, plus any supplementary questions which may arise from their individual application form i.e gaps in the candidate’s employment history, concerns or discrepancies arising from the information provided by the candidate or a reference.The questions will be open questions which avoid a ‘yes’ or ‘no’ answer and that ask a candidate to relate to how they responded to, or dealt with, an actual situation, or questions that test a candidates’ attitude and understanding of issues..

The panel will also ask the candidates about their suitability to work with children, ability to support the Playgroup’s agenda for safeguarding and child protection, attitude towards children and if they wish to declare anything in the light of the requirement for DBS disclosure.

The panel will keep adequate notes of the interview to ensure fair comparison.

After interview and selection of the successful candidate an offer of appointment will be sent to the candidate (Appendix E) upon conditional of:

* Receipt of 2 satisfactory references
* Verification of the candidate identity and right to work in the UK
* A satisfactory enhanced DBS disclosure
* Verification of the candidates medical fitness, qualifications
* Satisfactory completion of any probation period

Unsuccessful candidates will be sent a regret letter (Appendix F) within 5 days of the decision.

Appendix H provides a list of each stage of the process to be checked off and be kept as a permanent record of the recruitment and vetting checks.

This policy was adopted at a meeting of : .............................................................................

Held on : ................................................................................................................................

Date to be reviewed : .............................................................................................................

Signed on behalf of the management committee : ................................................................

Name of signatory : ...............................................................................................................

Role of signatory (e.g. chairperson) : ....................................................................................