

# BEAMINSTER PLAYGROUP

## RECRUITMENT AND SELECTION

### AIM

The Playgroup is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.

See also references made in our Special Needs, Child Protection, Equal Opportunities, Staffing and Behaviour policies.

### PROCEDURES

All applicants will be given the opportunity to spend a session in the group before any interview.

All applicants will be given the following when applying for a vacancy at the group:-

- Job Description
- Person Specification
- Application Form
- Information Pack – Including opening times, salary, interview date if successful

Further checks will be necessary including:-

- Medical report from own GP
- DBS (Disclosure and Barring Service)
- References

Some of the following documents can be used to assist the Recruitment and Selection procedure (The Right to Work - Immigration and Asylum Act 1999):-

- A full British Passport
- P45 or P60 from a former employer
- A Birth Certificate issued in the UK or Republic of Ireland
- Letter from the Home Office
- A Passport or identity card confirming someone is a citizen of the European Economic Area

After the applicant has been offered the job they can start when all the necessary checks have been made.

If all the checks have not been received at the start of the job the applicant will be under the supervision of the Manager/Deputy Manager at all times until the checks are deemed satisfactory.

A three month trial period will be offered to the applicant

A contract will be issued when all checks have been received and are satisfactory e.g. DBS/Health/Refs.