HASC Policy 22

Recruitment Procedure and Policy

- **Recruitment**
- Before commencing recruitment procedure consult relevant good practice guide for early years, childcare and playwork providers.
- Prepare or review job description/person specification for the job.
- Prepare application form.
- Prepare adverts.
- Prepare interview questions and interview marking sheet.

- **Procedure for recruiting new staff**
- Advertise the vacant post as widely as practically possible.
- Provide the applicant with a job description/ person specification for the job
- Ask the applicant to complete the relevant job application form.
- If the person has the basic experience/qualification/skills required in the person specification, invite for interview.
- Send for references
- Conduct the interview using the person specification as a guide as to the questions you ask; the applicant needs to demonstrate that they have the skills required in each area of the specification.
- Record comments/scores and the outcome of each interview.
- Check that any gaps in employment history can be explained.

- **If an offer of employment is made**
- Confirm the offer with the candidate in writing subject to qualifications/ references.
- Verify the candidate's identity; and keep a copy on file with a note of who saw/verified the original.
- Confirm the candidate's right to work in the UK if they are non-EU passport holders
- Ask the successful candidate to fill out the Ofsted forms:

    - DC2 (Play Leader only)
    - DBS check (or equivalent, e.g. disclosure and barring); Play Leader and designated committee member to fill in section C. HASC to DBS check all other staff members.
    - Health declaration form to be completed
- Double check that the details on the DC2 and the DBS check forms are complete and send to Ofsted.

- <u>When you are satisfied all checks and references are complete</u>
- Issue contract of employment
- Follow induction procedure

Adopted by the HASC Management committee on: 20th February 2015 & updated on July 10th 2018.

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