



Colyton Caterpillars Early Education

Early Years Recruitment and selecting (including voluntary staff and committee) Policy

This policy was agreed by trustees/staff:	
Date of last review:	May 2023
Date of next review:	December 2023
Reviewed by:	K.Clode

- All recruitment is carried out after referring to an up to date information booklet 'Staffing Matters'.
- Recruitment planning is carried out by manager and committee, a job description and person specification will be made before advertisement is placed.
- All applications will have to complete application form and health declaration before interview with all declarations declared and signed. The safeguarding policy is given prior to an interview.
- All interviews will take place with 3 persons on panel – manager, senior staff member and one other committee member.
- Two or three references will be sought if possible before interview but will be obtained before employment commences.
- DBS checks will be gained before start date of employment or as near as possible, so restricted access will apply and risk assessments put into place.
- References will be sought from volunteers and an application form completed. Volunteers will be DBS checked and will have restricted access to children information.
- All checks are carried out and references gained, DBS, medical history and full job history before any new member of staff/voluntary start.

Links to Legislation:

Children Act 1989 & 2004, Employment Act, Data Protection Act 1998, Sex Discrimination Act 1975 & 1986, Special Needs & Disability discrimination Act SENDA 2001