

The Kingfisher Club Office

Orbit House

22/2b Mill Road Industrial Estate

Linlithgow Bridge

EH49 7SF

Tel: 01506 846915

**November 2004**

**Policy No.8**

**Recruitment of Staff Policy/Procedures**.

**Kingfisher members can be confident that the Club recruits staff through a process that takes account of equal opportunities and safe recruitment practices.**

1. All applicants for staff positions will be treated equally, fairly and valued for their ethnic background, language, culture and faith.
2. The Club Co-ordinator is assessed as a “fit person” by Social Care and Social Work Improvement Scotland, SCSWIS.
3. All successful applicants will be subject to a PVG enhanced criminal records check through Disclosure Scotland. References will be obtained from previous employers where appropriate/necessary. Medical record checks will also be applied for if deemed necessary on completion of Kingfisher Medical Forms.
4. All successful applicants will be required to register with the Scottish Social Services Council. (SSSC)
5. The SSSC members register will be checked for status
6. Staff will be selected with a range of qualifications, skills and experience relevant to our Club’s Aims and Objectives. **(See Kingfisher Club Handbook)**
7. **All posts are subject to a 13 week probationary period.**

The Club Co-ordinator is responsible for keeping abreast of relevant employment legislation and ensuring it is adhered to. The Co-ordinator will monitor the Club’s recruitment and selection practices.

**Advertising Procedure:**

Any of the following forms of advertising job vacancies may be used.

* Internally

1. Job Centre
2. Internet Employment Websites
3. Local/National Newspapers Employment Section
4. School Bag Vacancy Notice
5. College/School/Youth Club/Community Centre/Library Notice Board
6. Kingfisher Newsletter

**Selection Process:**

The Club Co-ordinator will decide which applicants to interview. Their selection will be based solely on:

1. The applicants previous experience in childcare
2. Qualifications gained/Courses attended in childcare.
3. Any particular skills/hobbies/interests noted that could be relevant to fulfilling the position advertised.

**Interview Process**:

Applicants will be invited to visit the Club to observe operations

An afternoon with staff/children to fully understand duties/responsibilities of post advertised will be offered.

Reasonable notice will be given to all applicants of date/time of interview/visit.

Applicants will be interviewed by the Club Co-ordinator with possibly another senior member of staff.

Applicants will be given our website address.

* All applicants will receive the same interview. Approximately 5 questions will be asked about the applicants, their work experiences and hopes for future personal development.
* The interview will cover the main terms and conditions of employment.
* An opportunity will be given for the applicant to raise any questions about the post advertised.
* Commitment to taking full advantage of relevant training opportunities offered to staff will be stressed at the interview.
* A date/time will be given as to when applicant will hear result of interview.
* Selected persons will be offered the post subject to:

1. Two satisfactory references where possible or necessary being received. (At least one from a previous employer where possible)
2. PVG criminal record checks being acceptable
3. Medical checks being acceptable
4. SSSC status checked

**Induction Training will be given by the Club Co-ordinator/Senior Staff.**