

Banwell Buddies Staff Recruitment Procedure

Banwell Buddies take the following steps to ensure equality during the recruitment procedure by;

- Advertisings are through the local channels e.g. North Somerset Council Vacancy Bulletin, North Somerset Times, Weston Mercury and other local papers depending on role required.
- A closing date will be identified in all adverts.
- All applications are carefully assessed through the specification of the job description and in line with legislation within the Early Years Foundation Stage
- Suitable applications will be notified of an interview date.
- Interviews will take place by a selection of staff and committee members
- All candidates are scored on their interview skills, knowledge and performance against the desired and essential selection criteria
- All candidates are informed of the outcome of the interview and are offered feedback if they are unsuccessful
- A full employment history, evidence of qualifications and at least 2 written references are required for all staff
- We also require to see proof of identification of prospective staff members
- All staff are required to complete an Enhanced CRB check and medical suitability questionnaire to determine their suitability to care for children

We will meet the requirements within the Independent Safeguarding Authority scheme once it has been implemented

All new staff are taken through an induction process during their first days of employment.

This policy was adopted at the meeting of

Held on

Signed of behalf of the committee

Role of signatory

June 2008