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RECRUITMENT AND SELECTION OF STAFF PROCEDURE

The Parachute out of School Club, uses safer recruitment practices to ensure that all people working with children are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedure set out below.

1) Advertising the vacancy

The job advertisement will include a statement about our commitment to safeguarding children.

2) Initial Enquiries

After a person has enquired about job availability the club will send a Staff Application Pack which will include, Job Description, Person Specification, Application Form, this form will include an instruction that all information should be done by hand, a declaration that all information is correct, a section under rehabilitation of offenders act that asks if the applicant has been awaiting a verdict, convicted or cautioned for any relevant offence. A request for the contact details of two references, one of which should be their last employer (if this is the applicants first job their course tutor is a suitable alternative).

For a candidate to be considered for an interview all applicants must submit a hand written application form by stated closing date, we will only accept CVs if they are accompanied by our standard application form, completed as required.

3) Interview Procedure

We will notify all candidates that have been offered an interview by letter. All candidates will be asked to bring the following items to the interview.

- Proof of identity e.g. passport, driving licence, birth certificate.
- Proof of address e.g. recent utility bill
- Proof of qualification
- For Non-British, nationals, proof of the right to work in the UK

The interview will be conducted by a minimum of two interviews, all candidates will be asked the same set of questions, and we will then ask any additional questions regarding any other issues that arise from viewing the application form. I.E gap in work history.

After interviews are completed a second interview will be offered to successful candidates, on the second interview candidates will be asked to participate in a session with the children so that they can be observed

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interacting with staff and children, so we are ready to make a final decision.

4) Appointing a new member of staff.

The Parachute Club will send a letter which clearly states that it is subject to the receipt of suitable references and a clear enhanced DBS check. The new staff member will be informed that the contract offered will be on a 3 month trial period with a view to permanent employment. We will ask the candidate to complete a health questionnaire
We will notify all unsuccessful interviewees, by letter
Take copies of all new candidates' qualification certificates.

5) When a new staff member starts employment

Within the first week of a new staff member starting work at The Parachute Club,
They will be given the contract terms and conditions of employment,
Asked to read and show understanding of all clubs policies and procedures and complete a policy confirmation form.
A manager will conduct a full induction with the new staff member.

6) DBS Checks

New staff will only be allowed to work unsupervised with children when we have received a clear DBS check for them. DBS checks will be updated every 3 years.

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