



Recruitment Policy

As an early education and childcare service employer, Old Rayne Playgroup will ensure that its employees are suitable and fit to work with children. Suitability and fitness for an early education and childcare post means applicants will have skills, knowledge and experience relevant to their roles and responsibilities; will be physically and mentally fit to work with young children; will not be barred from regulated work with children and will show integrity and good character.

The service is committed to promoting safe, fair and consistent recruitment and selection practices. It will seek to ensure that there are no discriminatory practices and there is equal access to job vacancies. It will ensure compliance with all relevant employment and associated legislation and regulations.

The service understands that it is an offence to appoint an individual to a child care position if he/she is barred from working with children. All applicants for a position which involves regulated work with children will be informed in the application package that it is an offence to apply for, offer to do, accept, or do any work in a child care position if he/she is barred from working with children.

All posts which involve regulated work with children¹ are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1995 (Part V). All applicants for regulated work with children will be required to self disclose all convictions, spent or unspent, cautions, warnings and reprimands and any other relevant non-conviction information. Successful applicants will be required to join the Protecting Vulnerable Groups (PVG) Scheme.

Old Rayne Playgroup is a registered body and will countersign PVG applications for its staff, paid and unpaid.

The service will make an application to the PVG Scheme for regulated work only. The service may request a standard disclosure for work that is not regulated work with children, if appropriate. It will notify CRBS / Disclosure Scotland when a PVG Scheme member, paid or unpaid, ceases to do regulated work for the organisation.

The service will follow the Scottish Social Services Council's (SSSC) Code of Practice for Social Service Employers. It will inform all employees and regular volunteers of their responsibility to meet the requirements of the Code of Practice for Social Service Workers. It will inform all applicants of the requirement to be registered in the appropriate part of the SSSC's register of day care workers within 6 months of being appointed to the post, and the requirement to comply with the criteria for registration as currently stated on the SSSC website, www.sssc.uk.com Failure to comply may, following due process, lead to dismissal.

The service will ensure that staff and regular volunteers are recruited and selected through a rigorous and well established process that takes account of fair and safe recruitment practices which include:

- Reviewing the vacancy, preparing a job description, giving details of appropriate conditions of service and a person specification, and determining the need for PVG Scheme membership.

- In drawing up the job description and conditions of service, ensuring that no job applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group
- Applicants will be asked to specify whether they have any disabilities, as defined in the Disability Discrimination Act 1995, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed and considered on their merits.
- Advertising in ways which facilitates access by all sections of the community, ensuring the advert states where appropriate, that it is regulated work with children.
- Using an application form to ensure all applicants are invited to provide the same information and answer the same questions. The application form will ask applicants to make a declaration about their fitness and suitability to work with children, including medical fitness.
- Monitoring applications to assess and review equality of opportunity, a recruitment monitoring form will assist with this process. All information relating to the data collected in the recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.
- Asking for self declarations by applicants about their suitability and fitness to work with young children.
- Seeking a PVG Scheme Record Update or full Scheme Record, where appropriate, either through the Central Registered Body in Scotland (CRBS) for voluntary sector groups or Disclosure Scotland
- Interviews will be held by a panel comprising ideally three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.
- A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience.
- All candidates will be asked the same questions in the same order, and their responses rated between 1 -10. The panel will each have a copy of the questions, will score independently during the interview and allocate time between interviews to discuss each candidate and award a total point score.
- Taking up two references and checking these, one of which will be with the immediate previous employer and, where appropriate, cross referencing to the register of the Scottish Social Service Council (SSSC) or other professional organisations, for example, General Teaching Council (GTC), Nursing and Midwifery Council (MDC).
- Checking qualifications, skills and experience.
- Checking that the candidate is not subject to sanctions imposed by a regulating body.

- Giving all applicants information about the job, the organisation and when they can expect to be told of the outcome.
- Asking questions on the application form and at interview which are non-discriminatory, and which explore an applicant's suitability and fitness to work with children, including issues of convictions/charges. It will be made clear that although convictions or charges and relevant non-conviction information will be taken into consideration during the recruitment process, disclosure of such will not necessarily prevent an application from succeeding.
- Taking up medical references of the preferred applicant, if appropriate.
- All appointments will be made subject to a probationary period of six months. After three months a review meeting will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, subject to a satisfactory report by the line manager, employees will be notified in writing that they have successfully completed this. It can be extended by a further 3 months should the individual's line manager consider this appropriate.
- Giving new employees and regular volunteers, at the interview and through the induction process, clear information about the service's values, the employee's role and responsibilities, relevant legislation, codes of practice and organisational policies and procedures to which they must adhere. Written terms and conditions will be explained and the consequences of any breach of code of practice and rules of conduct and behaviour made known to the new employee.
- Treating all information on applicants in the strictest confidence by ensuring that it is restricted to those involved in the recruitment process and is securely stored; for successful applicants in their confidential personnel file; for unsuccessful candidates for 3 months and then safely destroyed by shredding, pulping or burning.
- Using induction to check new employee's knowledge and understanding of the information, legislation, codes of practice, policies and procedures to which they must adhere. Induction will also be used to help welcome and settle new staff into his/her role by providing:
 - more information about the job and how it fits into the work of the organisation
 - introductions to colleagues and co workers and to the work environment
 - confirmation of terms and conditions
 - details of accountability and management procedures
 - health and safety/hazard awareness training
 - continuing professional development (CPD) information and opportunities.
- Having effective management practices in place to monitor performance and conduct of employees, including regular volunteers.

Expert advice will be sought from ACAS, CRBS, Disclosure Scotland or a lawyer if the service is unsure of the decisions to take.

Confirmation of offers of employment to preferred applicants will be subject to the receipt of satisfactory responses about their fitness and suitability, including PVG Scheme Record checks and a medical report, if applicable. Only those authorised to see this information in the course of their duties will have access to it. PVG Scheme information is highly confidential. It will be stored in a locked non-portable container for a maximum of 90 days, then destroyed by shredding, burning or pulping. No image or photocopy of the PVG Scheme Record information will be retained.

A record of the PVG Scheme Record check will be kept in a separate file in the preferred applicant's personnel file and will state:

- Name of the person
- Date when check was made
- Unique reference number of PVG Scheme Record
- Position for which the PVG Scheme Record was requested.

Unsuccessful applicants will be given the opportunity to seek feedback from the Chairperson of the interviewing panel.

All interviewers will be made aware of the recruitment policy. It will be communicated to service users and to potential applicants in the application package.

Any allegations of discriminatory, unfair and/or inconsistent practices will be investigated fully and responded to in a timely manner in accordance with the service's complaints procedure. Complaints will be raised in writing and addressed in the first instance to the Manager of the service.

This policy will be monitored on an ongoing basis and reviewed annually.

¹ for a fuller explanation of Regulated Work with Children refer to Chapter 2 and Annex A. Regulated Work with Children, Schedule 2 (as amended) in the Protecting Vulnerable Groups Guidance which is found on www.disclosurescotland.co.uk

² The Central Registered Body in Scotland (CRBS) administers applications for PVG membership and information for the voluntary sector.

³ Disclosure Scotland manages the PVG Scheme and administers applications for PVG membership and information for all other groups.