



Robust Recruitment

PopSOC is committed to ensuring that it operates rigorous recruitment methods in order to ensure that only suitable persons are employed at the club and have access to the children. PopSOC will safeguard the children in its care by operating a robust screening process for applicants.

Advertisements

In the event that PopSOC needs to recruit new members of staff, advertisements will be placed with Yor-OK website, York St. John University, York College and York University. PopSOC will also place advertisements around the local village and the club's premises. These advertisements will clearly state the role with a brief description of what is required. PopSOC will clearly identify qualifications needed for the positions. In the case of requiring a Manager or Deputy, PopSOC will advertise for somebody with a Level 3 qualification appropriate to the post and at least a year's experience in a childcare setting. For a Playworker, PopSOC will advertise for a person with Level 2 qualification appropriate to the post as being desirable. In all cases PopSOC will advertise for Playworkers who are willing to gain further qualifications during their employment.

Application Forms

Applicants will be encouraged to request an application form to be sent directly to them. The information required on PopSOC's application form will include education, qualifications, work experience and voluntary experience.

It will also request the contact details for two referees, one of which must have witnessed the applicant in caring for children, the other must be a work reference.

These references will be obtained before interviewing the applicant. However, if the reference is not returned before the interview, the Manager will be responsible for telephoning the referees to gain a quick verbal reference. In all cases this reference will be followed by a written reference. In the eventuality that the written reference does not appear, the applicant will be asked to name another referee.

Prior to interview, the interviewing panel will read the application forms and any skills and qualifications will be identified.

Interviews – Stage One

Any applicant deemed by the interviewing panel to have good references and suitable qualifications and experience will be invited to have an interview at PopSOC at a time when the club is not in session.

The interviewing panel will be made up of the Manager and/or Deputy and at least one member of the Management Committee. The interviewing panel will ask the same questions to all candidates. These questions will be intended to gain information about the candidate's knowledge, understanding and experience of childcare.

Interviews – Stage Two

If a candidate is deemed by the interview panel to have suitable knowledge, experience, references and qualifications then they will be offered an interview with the children at PopSOC during a session. Within this interview, the children will ask the candidates a variety of questions of their choosing to assess their suitability. Under no circumstances will a candidate be left alone with the children. All candidates will be observed by a designated member of staff throughout their time at PopSOC. The children will be asked their opinion on whether the candidate is a suitable person for the position of Playworker or not. The Manager will also observe the candidate's interactions within PopSOC and take into account their performance. The Manager will then make a decision based on all of the evidence available.

Employment

Any successful candidate will then be given a conditional job offer, pending an enhanced CRB check. Whilst waiting for the enhanced disclosure to return, the Manager will ensure that all members of staff who are not fully checked and cleared are observed at all times and are prevented from being on their own with the children.

Induction Process

Before their first session in the club begins, all new members of staff will be given an induction session where the policies will be explained, focussing on Child Protection, Health & Safety and Behaviour. Procedures will also be explained. During this first session, new members of staff may be counted as part of PopSOC 's ratios but will only be expected to observe the club in action and form relationships with the children, parents and the other staff members.

Policy written January 2009

Policy agreed