



The Alphabet Before, After and Holiday Club

Registered Charity: 1089318

Recruitment Policy (#23)

The club will endeavour to do its best to recruit good quality employees who have the ability to meet the high standards of performance that will be expected of them.

We will aim to place advertisements in suitable publications, and to use the local "Information Service", using appropriate language to attract the right candidates. There will be sometimes be opportunities to recruit from within and all staff will be notified of the requirements suitable to the post on offer. However, to endeavour to make sure the right candidate is recruited to the post, the position will also be offered externally, a healthy organisation needs to have "new blood" from time to time. Internal opportunities enable staff to grow within the organisation with appropriate encouragement and training.

Appropriate paperwork will be in place and will be updated from time to time to meet the requirements for recruitment of staff. All applicants will be expected to send in an application form, from which candidates will be chosen to attend an interview. All applicants will be replied to, whether they have made it through to an interview or not.

The Chairperson of the Trustees (or nominated Trustee) will attend the interview alongside the Manager (or nominated member of staff). Appropriate questions will be asked to ascertain the right candidate. All candidates will be notified in writing whether they have been successful or not.

The candidate chosen will be sent an offering letter plus the paperwork therewith. On their first day the candidate will have an induction with the Manager, and a follow up induction two weeks later with the Chairperson (or nominated Trustee).

The candidate will be put on a probationary period of at least three months, and at the end of this period the candidate will receive a review to either finish the probationary period or to extend it if necessary.

All new staff will be asked to send a CRB form to our selected agency and until the required clearance is received will not be allowed to be alone with any of the children. We aim to ensure that all new staff are safe, trustworthy, and honest and meet the job description criteria.

This policy was adopted on

Signed on behalf of the Club

Signed on behalf of the Trustees

Date of Review