



## **Recruitment, Induction and Retention Policy and procedure**

*This policy will be reviewed on an annual basis*

**Statement of intent:** This policy explains how Kidz Star Club recruits its playleader or playworker for Kidz Star Club.

**Aims:** To ensure all members of our diverse society have the opportunity to apply for a position at Kidz Star Club.

Discuss employing a new playleader or playworker with each individual existing playleader or playworker recording their views and feedback to the Management trustee directors to commence employing a new playleader or playworker.

### **THE POSITION**

#### **Create an Advert**

State Kidz Star Club contact details. State hours available, part time and term-time only and whether the position is temporary or permanent. Outline the job description including essential elements of the personal specification and desirable attributes. (Candidate to provide and contacts of two personal reference/ ex-employers references. Candidate to apply to the Manager, complete an application form.) Applicant must be subject to Disclosure Baring Scheme check. Refer to previous sample advertisements.

#### **Timescales**

Closing date - Allow two weeks

Applicant to attend for a day trial for short listing.

Interviews - To commence after short listing.

#### **Places to advertise**

Advertise in the wider diverse community, suggested places: - large and small retailers, CYPS job bulletin, notice boards, newspapers and internet, newsletters and local school's newsletters.

Agree on the selection panel - ideally 3 people,

2 Management trustee directors and 1 early years educator or

1 Management trustee directors and 2 early year educator.

Upon an enquiry send out to the prospective candidate:-

1. An application form
2. A job description
3. A personal specification
4. Health Declaration - to be returned in a sealed envelope.
5. Equal opportunities policy

6. Early year educators employment policy
7. Request for two references covering the last two years of employment, using the ex-employers reference form or character references which must not come from a close friend or family member, but should be from a professional person who knows the applicant.

All candidates to attend voluntary for one day work experience from which then the candidates will be short listed and asked to come in for an oral interview.

Send a rejection letter to unsuccessful applicants.

Send an interview letter to candidates inviting them to an interview asking them to give two references (a current employer one can be obtained if the candidate is successful). The interview with the candidate/s can-not take place until the references are obtained. Once two references are received a date and time will be agreed for the practical interview if applicable. An oral interview with the panel will be for approx 30 minutes. Ask candidates to bring proof of photo identification. Evidence of qualifications - eg Certificates. Apply to referees for employment history covering the last two years. Establish a right to work in the UK e.g check P45/60, National Insurance number. For a full list refer to "ASYLUM AND Immigration Act 1999" and the Home Office leaflet.

Discuss and type up a list of interview questions, to be scored out of 10. 10 being excellent, 1 being lots of room for improvement.

#### Interview candidates

Will discuss their practical day and then be interviewed with questions and practical assessment of chopping an apple.

Information will be gathered from both interviews, scores added up and candidate's answers will be discussed.

At the interview it will be discussed that the candidate may be asked to work one hour or 2.5hours per day at Kidz Star Club.

#### Decision on potential new employee

The interview panel to offer the job on a three month trial basis.

Ask all candidates if they wish to be informed by telephone or letter.

Contact candidates with decision; follow up with either the Job decline or Job offer letter.

Comply with the New vetting and Barring Legislation. To ensure two adequate references are received prior to commencing employment.

#### New playleader or playworker

Arrange a date for the induction session

Go through playleader/playworker induction tick-list

Complete DBS check on line.

Discuss contract, -job description, emphasise attend training and playleader or playworker/planning meetings, sign and date contract.

Complete playleader/playworker personal details form, communication form.

Medical form.

Explain induction and appraisal process

Explain reflective practice

Evaluation process - 1st day/1st week, 1st month, 2nd month and end of 3rd month trail period - Discuss permanent contract, sign and date it.

Explain peer on peer observations.

### Handout

Playleader/playworker welcome pack with policies, procedures and relevant paperwork.

### Retention of playleader/playworker

To ensure new and current playleader/playworker have regular meetings and opportunities to discuss their work and any issues that arise within Kidz Star Club.


Playleaders/playworkers are to meet each term with the manager to discuss any matters they may have, if they feel they cannot discuss this with the manager they are to ask for a trustee director member. If the playleader/playworker would like to speak to the manager before this date this can be arranged with the manager.

Any issues arising from these meetings must be acted on by either the trustee directors or the manager, and the playleader/playworker as deemed appropriate by the trustee directors. Playleaders/playworkers do not need to wait for these meetings to discuss any concerns/issues as she can be approached at any time via phone, email or in person.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors



21/10/21

Role of signatory (e.g. chairperson etc.)

Chairperson