



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.

THE POSITION

Create an Advert

State Kidz Star Club contact details and hours available. Outline the job description including essential elements of the personal specification and desirable attributes. Applicant must be subject to a Disclosure and Barring Scheme check.

Timescales

Closing date - the period to advertise can be flexible and is at the Management/Trustee Directors discretion.

Management to short list applicants.

Interviews - offer or decline letters to be sent out.

Places to advertise

Advertise in the wider diverse community, suggested places: - Devon County Council job bulletin, notice boards, social media, newsletters and local school's newsletters.

Agree on the selection panel - minimum of 2 people including management and where possible a Trustee Director.

Upon an enquiry send out to the prospective candidate: -

1. An application form
2. A job description
3. A person specification

Following short listing send an interview letter to candidates inviting them to an interview including a practical, asking them to give two references (a current employer one can be obtained if the candidate is successful) and send the self-disclosure form. The candidate will be expected to undergo a practical for approximately 30 minutes followed by an oral interview with the panel for approximately another 30 minutes. Ask candidates to bring photo identification, evidence of qualifications or relevant training and the self-disclosure form. Apply

to referees for employment history covering the last two years. Establish a right to work in the UK, 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 5. 5 being excellent, 1 being lots of room for improvement.

Interview candidates

Discuss their practical and then be interviewed with the standard questions. Information will be gathered from both those conducting the interviews, scores added up and candidate's answers will be discussed.

Upon interview the opening times of the club will be explained.

Decision on potential new employee

Ask all candidates how they would like to be informed of the outcome of the interview.

The interview panel to offer the job on a three-month probationary period. 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 and a further two must be received.

New playleader or playworker

Arrange a date for the induction session

Go through playleader/playworker induction tick-list

Complete DBS, and inform employee of Atlas.

Discuss contract, -job description, emphasise attend training and meetings, sign and date contract and Handbook on Atlas.

Complete all forms in the induction pack and explain about review meetings

Handout

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

Retention of playleader/playworker

To ensure new and current playleader/playworker have regular termly supervision meetings and annual staff appraisals to discuss their work and any issues that arise within Kidz Star Club. New employees to have monthly reviews for the probationary period. Any issues arising from these meetings must be acted on by either the management, trustee directors or playleader/playworker as deemed appropriate. Playleaders/playworkers do not need to wait for these meetings to discuss any concerns/issues as can be approached at any time via phone, email or in person.

Playleaders/playworkers are to meet virtually each term with a member of the management team to discuss the running of the club. If the playleader/playworker would like to speak to the manager before this date this can be arranged with the management.

Referral bonus

Any staff member who recommends a successful candidate for a job at Pippins/Kidz Star Club will receive £50 after a successful completion of their three-month probationary period.

If the successful candidate has applied for a Play Leader or above position, the staff member who recommended this person will receive a further £100 once the candidate has completed 12 months employment at Pippins/Kidz Star Club.

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

Held on Thursday 9th October 2025

Bradburn

Signed on behalf of the Management Trustee

Directors

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

Chair

Commenced 2011, updated and reviewed 26.1.26