Planting the seeds of early education since 1990

wcfnp@btconnect.com

**10. RECRUITMENT POLICY**

If a member of staff leaves the organisation, management will decide whether there is a true vacancy or whether the hours can be accommodated by existing members of staff. If existing staff wish to increase their hours then this will be accommodated.

If no existing staff members wish to increase their hours then a true vacancy has arisen.

When a vacancy becomes available we will advertise in the local community, local press( if funds allow )and job centres as well as putting up a vacancy poster on our parents notice board, and putting it in the news letter.

Each applicant will be asked to fill in an application form and be given a date to return it by. This will include requests for at least two references and if successful will be subject to an enhanced DBS check (Disclosing and Barring Service formally the criminal records bureau). As the job posts for this employer involve working with children they will be exempt under the Rehabilitation of Offenders Act 1974. An enhanced DBS check will be requested as soon as the successful applicant is offered a position. The applicant will not be employed until the disclosure has been seen.

A general health declaration will also be requested and personal health questions will be asked at interview to decide suitability.

Successful applicants will be called for an interview, were a minimum of two people will discuss their application form, qualifications and pre-decided questions.

All applicants will be given an equal opportunity at interview level.

There may be second interview for some applicants.

The successful applicant will be employed on a three-month probation period.

The manager will give all applicants a date on which they will be advised if they have been successful.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**