Faenol Playgroup CIC

Policy Reference Number: 16

Staff Recruitment and Employment Policy and Procedure

It is the policy of *Faenol Playgroup CIC* to recognise the valuable contribution that well qualified and experienced staff make to the experience of children in our care.

We do this by:

- Recruiting staff in an open and inclusive manner that covers advertising, short listing, interviews (including the content of interview questions), interviewer training and interview feedback.
- Recruiting staff on the basis of qualifications, skills and experience that best meet the needs of children in our care.
- Implementing rigorous vetting procedures in line with CIW requirements at recruitment.
- Meeting relevant legislative requirements (CIW, Health and Safety, Data Protection, Equality and Inclusion, and so on).
- Operating a clear and accountable induction period that includes health and safety and child protection policies and procedures in the first week of employment.
- Operating a clear and accountable period of probation for each recruit.
- Operating a clear and accountable staff discipline procedure.
- Expecting staff to undertake continuous professional development and training.
- Maintaining individual staff files.

- Operating regular and recorded supervision and appraisal meetings between staff and their line managers.
- Operating a whistle blowing policy and procedure.
- Operating a staff code of conduct.

Advice and information sheets can be found at: www.wcva.org.uk **and Care Council for Wales:** http://www.ccwales.org.uk/education-and-learning-for-early-years-and-childcare/

This **staff recruitment and employment** policy and procedure was passed for use in *Faenol Playgroup CIC*

On:

By: Position:

Date of planned review: