



**Maidenbower
Pre-School
Playgroup**

Recruitment Policy

To ensure we maintain a high standard of childcare and ensure safer recruiting at our playgroup, our Recruitment Policy is as follows:

- Vacancies will be advertised. The wording '**All positions will be subjected to an Enhanced DBS check**' must be included on all adverts.
- The playgroup will appoint the best person for each job and will treat all applicants fairly.
- It will be made clear to applicants that positions within the playgroup are exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- No one will be appointed before being interviewed and will be asked to provide two references. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- Selection methods and processes will be monitored and evaluated to ensure they enable the best candidate to be appointed.
- Commitment to implementing the playgroup's Equal Opportunities Policy will form part of the job description for all workers.
- Our Equal Opportunities Employment Policy seeks to offer job opportunities equally to both women and men, with and without disabilities from all religious, social, ethnic and cultural groups.
- We aim for at least half of our staff to hold a full and relevant childcare qualification, or are working towards qualifications appropriate for their position.
- Staff need to hold or are working towards a pediatric first aid qualification.
- We are committed to recruiting, appointing and employing staff in accordance with the relevant legislation.

- All appointments, paid and voluntary will be subject to a probationary period and will not be confirmed unless the playgroup is confident the applicant can be safely entrusted with children.
- All staff must have an enhanced DBS prior to starting work at the playgroup. Staff can only commence working upon receipt of a completed disclosure form.

Maidenbower Pre-school Playgroup Committee Members

Maidenbower Pre-school Playgroup is a member of the Playgroup Pre-school Learning Alliance and is a registered charity. It is run by a committee of volunteer parents/carers who are responsible for employing staff, collecting fees, paying wages, administration and fund raising. The committee meets on a regular basis, usually once a month, to deal with the many crucial matters that arise in the running of the playgroup.

A person may join the committee when their child has been offered a place in the playgroup. There is, however, allowance for three other people to attend our meetings as observers. Without parents volunteering to be on the committee, the playgroup would have to close.