



Safer Recruitment Policy

At Little Staggies ELC we have an effective system in place to recruit staff, volunteers, students and parent/carer helpers, which allow us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children.

Our effective recruitment procedure for paid employees:

- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form/Send CV
- All candidates are required to attend an interview.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.

Once an offer of employment has been made:

- A PVG Check will be required to be filled. During this check we will ask for 3 original identity documents.
- A photocopy of 1 item of photographic ID is taken for their personal file.
- Both referees will be contacted and references sought.
- A probationary period of a minimum of 12 weeks is set.

Our effective recruitment procedure for volunteers

- All candidates are required to attend an interview; however, completing an application form is not necessary, CV will be required.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen and copies will be made, however this may not apply to all volunteers, especially those new to early years.
- A PVG Check will be required to be filled. During this check we will ask for 3 original identity documents
- A photocopy of 1 item of photographic ID is taken.

Updated September 2019

Staff leaving Little Staggies

Every staff member who leaves the employment of Little Staggies ELC will be offered an exit interview. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at ACE is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve ACE as an employer and give the staff a chance to offer