

**Under Fives Roundabout
Recruitment and
Probation Procedures
Policy No: 2.2.**

Last reviewed: November 2009

To be reviewed by: November 2010

Responsible member of staff: Sam Capes

Responsible member of committee:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3. Keeping safe	2.4. Key person	3.4. The wider context	

Recruitment Procedure

1. On recognizing the need for recruitment, the chairperson and manager (and other committee members) draw up the job description and person specification.
2. An advertisement is placed on Roundabout noticeboards and on Opportunity Links. We may also advertise at, for example, the Job Centre, in the local school newsletters, and through Connexions. The advertisement includes a commitment to safeguarding children and notification that an enhanced criminal records disclosure will be required (and Independent Safeguarding Authority registration from June 2010).
3. An application pack is sent out, including an application form and job description that includes the person specification. Candidates are asked to fill out an application form including full employment history and at least two referees. CVs are not accepted. Incomplete application forms are rejected or returned to the candidate to fill in properly. A third reference may be requested if relevant.
4. Candidates are short-listed according to the person specification.
5. References are sought, if permission has been given to ask in advance of interview.
6. Candidates are called for interview. Any discrepancies or gaps in the application form will be explored. Candidates will be asked to disclose any spent or unspent convictions and any reason why they should not work with children. Questions will be of mainly Warner-style open questions and answers noted on an interview record sheet; all candidates will be asked the same basic questions in order to allow a fair comparison. A criminal records bureau enhanced disclosure form will be filled out and submitted if an offer made.
7. References are contacted if permission is given for only after interview. On receipt, a phone call will be made to validate the reference and gain any further information.
8. The offer of a job will be made according to:
 - the application form
 - the result of a CRB check and references
 - how well it is felt the candidate performed in interview AND in their visit to the groups
 - how well it is felt that the candidate meets the essential and desirable aspects of the person specification and how well they will be able to fulfil the job description
 - how well it is felt the candidate will fit into the existing staff team
9. An offer of the job will be made subject to satisfactory references and CRB check. All paperwork should be completed before the candidate is given a formal offer. If the candidate is required to start work before the CRB check is returned, a risk assessment will be written up.

Probation

10. Each employee has a probationary period of four weeks (or eight sessions, whichever is longer).
11. During (and beyond) this period, induction will be on going, including necessary paperwork and familiarizing the new employee with key policies and procedures, and key standards required for working with young children and at Roundabout.
12. During the probation period, the new staff member will never be left unsupervised with children and may have guidance and/or in-house training regarding the care of the children including behavior management and personal care.
13. The new employee will be expected to show a good attitude towards their new role including complying with the induction expectations, such as reading policies, as well as a willingness to become part of the Roundabout team.
14. The new employee will be expected to comply with Roundabout's code of practice including punctuality, dress code and professional behavior as well as following the guidance of more senior members of staff, their line manager and the manager.
15. At the end of the probationary period, there will be a review meeting between the Manager (and/or Committee chair) and the new employee. The employee will either be given notice, the contract will be confirmed as permanent, or the probationary period will be extended, preferably by mutual agreement for a defined period of time (for example, another month). If probation is passed, targets will be agreed for the next six months. If probation is to be extended, there will be agreement on the reasons for this, specific targets will be set and another review meeting date will be agreed.
16. If at the end of the extended period of probation the agreed targets have not been met, notice may be given or it may be agreed to extend probation again, with reviewed targets.

CRB checks

- 1) A candidate is required to fill out a CRB disclosure form during interview. If the candidate is successful, then with the candidate's agreement this form will be sent off immediately. The results of the CRB form will be witnessed by the manager and chairperson, who together will make the employment decision. Roundabout's copy of the CRB form will be used only for this process, and the disclosure number, issue date, candidate's names as on the form and date of birth will be recorded. Then the form will be shredded.
- 2) If the candidate is not offered the job, the CRB disclosure form will be shredded but the copies of the ID and the application form, interview notes, and any other related paperwork will be filed for six months.