

# Pound Hill Pre-School Policy and Procedures



## Safer Recruitment

Here at Pound Hill Pre-School we take the safety of all employees and children with high importance, therefore we will carry out all relevant checks prior to anyone new starting at the Pre-School.

### Application

The applicant needs to complete and send us their up to date CV, on applying for any position, ideally, they will add some background into what experience they have in regards to working with children.

### Interviews

The success full applicants will be offered to attend an interview with the Manager and Deputy Manager present, they will be asked questions by both with notes taken down from their answers.

2<sup>nd</sup> interview will be that if successful from the 1<sup>st</sup> interview they are invited back to spend some time with the children whilst being supervised by a senior member of staff.

### Employment

Prior to starting work at the Pre-School the Manager will contact at least 2 references for up to the last 3 years of employment or from school or college if just finished and never worked.

The new staff member will need to complete a DBS check and join the update service prior to starting work.

Once these are all received can the contract be issued and the new member of staff start working at the Pre-School.

This policy was adopted by.....Katy Platt.....

Role of signatory .....Manager.....

Date: .....July 2021.....

Date to be reviewed: .....01/09/2022.....

