

(SCIO)

**RECRUITMENT & VETTING POLICY**

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

Linlithgow

EH49 7SN

Policy Reviewed: October 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

Users of Springfield Out of School Care Club can be confident that the Club recruits staff and volunteers through a process that takes account of Equal Opportunities (Equality Act 2012, SOOSCC equality, anti-discrimination, and equal opportunity policies) and safe recruitment practices. This will include:

* All applicants for staff and volunteer’s positions will be treated equally and fairly and valued for their ethnic background, language, culture, and faith.
* Ethic monitoring of applications
* All staff and volunteers will be subject to an enhanced criminal records check from Disclosure Scotland (PVG), checks with previous employers, the taking of references and cross referencing with the register of the Scottish Social Services Council or the professional organisations.
* Staff and volunteers will be selected with a range of qualifications, skills, and experience relevant to the Clubs Aims and Objectives.
* All posts are subject to a 13-week probationary period.

**PROCESS:**

The Club Manager will identify any possible staffing requirements and

submit details to the Management Committee for consideration. At this stage it is important to agree the following:

* Job Description - this is necessary to clearly identify the duties involved.
* Minimum qualifications/experience – this may take the form of a must have and would like to have list, that an applicant must be willing to work towards.
* Salary – this may be the deciding factor in appointing the right person for the post.

Once these details have been decided the Manager Chairperson and H.R will be responsible for the recruitment and selection process.

The Manager will then arrange for the vacancy to be advertised in the relevant local publications and the Job Centre network. The vacancy advertisement should show that certain mandatory checks will be carried out on each applicant.

Applicants will be asked to complete a standard application form and instructed to forward it to the Club for due consideration.

Successful applicants should be invited to interview. The interview should always be structured and led by the job requirements. The following procedure is to be followed:

Before the interview

• Review job requirements

• Determine skills required

• Prepare open-ended questions

Starting the interview

• Introduce persons present by name and title

• Explain the structure of the interview

• Briefly describe the job and responsibilities

• Explain that various mandatory checks will be carried out

(see checklist)

During the interview

• Ask open-ended questions

• Ask for examples of past experience and achievements

• Allow applicants time to think

• Keep control and take notes

Drawing the interview to a close

• Give the applicant time to ask any questions they might have

• Explain the time scale involved as to when they will be informed as to the outcome of the interview

After the interview

• Refer to notes taken during the interview

• Always maintain objectivity (more concise) when more than one candidate is involved

• Discuss and agree who is to be offered the post

• Arrange for relevant documentation to be completed

It is the responsibility of the H.R, Manager to arrange for the contract to be issued to all new staff members and for 2 relevant references to be taken up (one previous employer, one personal). The H.R. and Manager should also arrange for Disclosure Scotland and medical checks to be actioned. No Employee can commence employment prior to relevant checks and check list being completed. With effect from 1 April 2005, as outlined in the Protection of Children (Scotland) Act 2004, Disclosure Scotland check must be completed prior to commencement of employment.

Applicants who have been unsuccessful will be either emailed or written to giving an indication as to why they were unsuitable for the post. The vacancy should then be closed with the job centre.

Applicants data is kept safely and confidentially throughout the process; while applications, interviews, and decisions on offers/rejections of employment are being made. As well as that any information will not be used inappropriately by the organisation and will be properly handled and destroyed (when no longer required)in line with the Data Protection Act 2018 (GDPR)

Check list prior to employment commencing:

# Personal File Contents List prior to employment. Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Date**  **Actioned** | **Date Returned** | **Date Completed** | **Signed** |
| Conditional offer of employment letter |  |  |  |  |
| Reference 1  Current Employer |  |  |  |  |
| Reference 2  Personal |  |  |  |  |
| PVG check or Update |  |  |  |  |
| Evidence of eligibility to work in United Kingdom |  |  |  |  |
| Proof of qualification/training |  |  |  |  |
| Application form |  |  |  |  |
| Job description |  |  |  |  |
| Medical Information Form  sent and received |  |  |  |  |
| Self- Declaration Form |  |  |  |  |
| Interview Questions |  |  |  |  |
| Notes from interview and scoring matrix |  |  |  |  |
| Offer and appointment acceptance letters |  |  |  |  |
| Start Date |  |  |  |  |
| Probationary Period |  |  |  |  |
| Contract of employment |  |  |  |  |
| Staff Personal Details |  |  |  |  |
| Induction Checklist |  |  |  |  |

Helen Anderson