



Recruitment and Selection Policy

Aim

To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies
- Deter Identify and reject prospective applicants who are unsuitable for work with children or young people
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly.

Procedures

At Xtra Time Sport Development LTD we are vigilant in our recruitment procedures.

We follow this procedure every time we recruit a new member to our team.

Identification of recruiting panel

- We have a minimum of two people on our recruiting panel. The same two people are involved at each step of the recruitment process.
- At least one member of the panel will have attended training in safe recruitment procedures.

Advertising

- We use social media and Indeed to advertise any new vacancies and sometimes use local reputable newspapers and websites.
- All our adverts include a 'recruitment and selection policy statement' which gives details of our equal opportunities policy and safe recruitment procedures

Xtra Time Sports Development LTD is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants are subject to a satisfactory enhanced Criminal Records Bureau disclosure and at least two independent references.

Job application pack / recruitment materials

- Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:
 - Job description and person specification
 - An application form
 - An outline of our recruitment and selection process
 - A copy of our recruitment and selection policy (this document)

Short-listing

- We shortlist all candidates against the person specification for the post.
- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.



- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Interview stage

- Interviews will always be face to face.
- A minimum of two people, usually the manager and the deputy, will sit on the interview panel. Both will be involved in the overall decision making.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.
- At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of childcare.
- Candidates will always be required
 - to explain satisfactorily any gaps in employment
 - to explain satisfactorily any anomalies or discrepancies in the information available
 - to declare any information that is likely to appear on a CRB disclosure
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people
- Each shortlisted candidate will be asked to take part in a practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and where appropriate parents
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding.
- Each candidate will receive communication stating whether they have been successful or not.

Employment checks

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.
- Referees will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Referees will always be asked specific questions about
 - the candidates suitability for working with children and young people



- any disciplinary warnings, including time expired warnings that relate to the safeguarding of children
- the candidates suitability for the new post
- The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check whether they currently hold an enhanced CRB or DBS check or not. This will be initiated before the member of staff commences work and they will not have **unsupervised** access to any child or their records before this check comes back clear.
- All qualifications will be checked against actual certificates and copies taken for their personnel files.