

Staff recruitment and employment policy and procedure

It is the policy of Wenvoe Playgroup CIO to recognise the valuable contribution that well qualified and experienced staff make to the experience of children in our care.

We do this by:

- Recruiting staff on the basis of qualifications, skills and experience that best meet the needs of children in our care.
- Implementing rigorous vetting procedures in line with CIW requirements at recruitment. A DBS check will be completed prior to a new member of staff working unsupervised with the children. Two references will be sought, one from the staffs most recent employer.
- Meeting relevant legislative requirements (CIW, Health and Safety, General Data Protection Regulations, Equality and Inclusion etc).
- Operating a clear and accountable induction period that includes health and safety and child protection policies and procedures in the first week of employment.
- Operating a clear and accountable period of probation for each recruit.
- Operating a clear and accountable staff discipline procedure.
- Expecting staff to undertake continuous professional development and training.
- Maintaining individual staff files.
- Operating regular and recorded supervision and appraisal meetings between staff and their managers.
- Operating a whistle blowing policy and procedure.
- Operating a staff code of conduct.

This **staff recruitment and employment** policy and procedure was passed for use in Wenvoe Playgroup CIO

On: 14/11/25 (reviewed, no change)

By: Sandra Morgan Position: RI/PIC

Date of planned review: Annually or sooner if changes in practice/legislation