

## **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: 23<sup>rd</sup> October 23 (reviewed, no change)

By: Sandra Morgan Position: RI/PIC

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