

## **Staff Recruitment Policy**

Holy Trinity After School Club recognises that the vast majority of people who wish to work with children and young people are well motivated. Recruitment and selection procedures are in place to screen out those who are not suitable.

In Holy Trinity After School we recruit through the local press. Recruitment procedures followed are consistent with the Equality procedures. The appointment process is undertaken by a subcommittee of the management committee and candidates are assessed against a specification based on the job description. Through the recruitment process candidates are assessed on their applications forms, interviews and references.

Following the selection process staff members are required to submit to a vetting check and must also provide a health declaration. When this process is completed all relevant paper work is forwarded to the Early Years Team in the Western Health and Social Care Trust for clearance. In the case of manager and deputy manager they will also be required to attend a 'fitness for employment' interview with Early Years Team in the Western Health and Social Care Trust. Staff cannot begin employment until all of this process has been completed and they have been fully approved for employment.

We acknowledge that no matter how stringent recruitment and selection procedures may be, they are not 'fool proof', therefore good practice in management and supervision after appointment is crucial.

### **Probationary Period:**

New employees will commence work on a one-month trial period. During this period their work performance and general suitability will be assessed and if it is satisfactory employment will continue. However, if work performance is not up to the required standard, the individual is considered to be generally unsuitable, we may either take remedial action (which may include extension of the probationary period) or terminate employment at any time. The After Schools club reserve the right not to apply the full contractual capability and disciplinary procedures during the probationary period.