

Principle

We wish to promote a fair recruitment, selection and redundancy procedure in line with our equal opportunities ethos.

Statement of intent

Fun 4U Club believes that

All vacancies will be advertised in either local facilities, newspaper, online media, job centre etc.

- All applicants will have to complete a written application form.
- At least two people will be on the recruitment panel.
- Staff are entitled to be paid equally, and not to be discriminated against.
- Part time employees will be treated no less favourably than full time members.
- All staff must have a written contract of employment which needs to be signed prior to commencing employment.

Procedures

The recruitment process will apply to permanent and temporary staff members, but not students.

- Vacancies will be advertised by the above mentioned means;
 - There will be a minimum of two people in the selection panel;
 - A job description will be drafted for each position;
 - Staff will be short listed and if an applicant's scores equal weighting then second interviews will be arranged;
 - Interview questions will be appropriate to the job;
 - References will be taken up immediately;
 - Offers of employment will always be made subject to vetting and successful references;
 - Access NI forms will be completed by the candidate and company. Once the company receives the Access NI certificate this will then be passed on to the Early Years Team on the NHS Trust with additional information required by the trust.
 - Employment will only commence after receipt of vetting form and references
 - All employment will be subject to a probationary period, duration as stated on their contract.
 - All staff will have annual staff appraisals, or at closer intervals if thought necessary
 - All staff will receive appropriate training in accordance with our requirements
 - Selection for any redundancy is detailed on each staff's contract of employment
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- Fun 4U Club comply with legislation as follows.-
 1. Employment Relations (NI) Order 1999
 2. Human Rights Act 1998
 3. Northern Ireland Act 1998
 4. Fair Employment & Treatment (NI) Order 1998
 5. Race Relations (NI) Order 1997
 6. Disability Discrimination Act 1995
 7. Sex Discrimination (NI) Order 1976, amended 1988
 8. Equal Pay Act (NI) Act 1970, amended 1984
 9. Data Protection Act 1998
 10. Freedom of Information Act 2000

Management attend regular employment seminars at the Labour Relations Agency to ensure that they are kept up to date with current legislation in regard to employment.