

This policy was adopted on	Signed on behalf of BASK	Date for next review
13 July 2021	Andy McEwing	July 2025

BASK Recruitment Policy

At **BASK** we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the National Care Standards and accompanying regulations
- We also follow any requirements or guidance given by the Protecting Vulnerable Groups (PVG) in relation to carrying out checks and The Scottish Social Service Council (SSSC) professional register or other relevant professional register

Advertising

- We may use reputable newspapers, websites and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures, including PVG checking and obtaining at least two independent written references for each new employee. Each reference shall be followed up to ensure legitimacy.

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
- The manager and the Proprietor will both sit on the interview panel and are both involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in BASK. The questions will be value based and will ensure the candidate has the same values as BASK with regards to the safety and welfare of the children in their care
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- Each shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in BASK, interacting with the children, staff and where appropriate parents

- The manager and proprietor will then select the most suitable person for the position based on these scores
- Each candidate will receive communication from BASK stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

Prior to starting work

- 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 (e.g. their GP). These references will be taken up BEFORE employment commences. Written references will be followed up by phone calls to ensure legitimacy.
- All new starters will need to join the Protecting Vulnerable Groups (PVG) scheme
- All new staff shall be subject to a check of The Scottish Social Service Council (SSSC) professional register or other relevant professional register
- All qualifications will be checked and copies taken for their personnel files

Starting work

- All new members of staff will undergo an intensive induction period during which time they will read and discuss BASK policies and procedures and be allocated a mentor who will introduce them to the way in which BASK operates
- During their induction period all new staff will receive training in basic child protection and how to protect the child's health, safety and welfare in this manner
- The new member of staff will attend regular meetings with the manager and their mentor during their induction period to discuss their progress.

Ongoing support, supervision and checks

- Every member of staff will be subject to a Disclosure Scotland PVG check.
- All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside BASK. Staff will face disciplinary action should they fail to notify the manager within a reasonable timescale
- All staff are required to be registered with the SSSC:
- All members of staff will update their health checks on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them in carrying out their day-to-day duties
- Each member of staff will attend two meetings a year with the manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months. The Proprietor will carry out the appraisal, review and supervision meetings with the Manager.
- The manager will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.