

Beechwood Childcare Limited

Recruitment Procedure

- Advertise – including safeguarding information
- Once applicants contact us, send out application form, Child Protection Policy (Safeguarding), Job description and personal specification.
- Once they complete the application form and return it to us, short list applicants for job suitability, against set criteria.
- Interview
- Review interview and short list
- 2nd interview – nursery session / playwork session
- Select staff
- Send for 2 references (including past / present employer)
- Offer position pending suitable DBS and references
- Complete DBS procedure via Capita, who notify us once these are complete. DBS numbers and date of issue are recorded and kept on file with senior managers.
- Once satisfactory references and DBS has been received, a start date is to be arranged.
- Induction procedure to be carried out, with a six month probation period
- Inform Ofsted of any changes (Officer-in-Charge or Club Supervisor)
- All interview information is kept on file
- Staff and student details are kept in their staff folder in a locked cupboard.
- (Refer to recruitment file – office cabinet)

