

How St Mary's Playgroup Recruit Staff

- We always advertise the position in the local paper, early year's newsletter and sometimes the job centre.
- We would interview all applicants if they were suitable for the job. Regardless of race, culture, disabilities, gender, etc.
- All staff would be asked to fill out an application form, and a job description would be sent out to them.
- We would always ask staff to undertake a CRB check before being left with the children.
- We would look at the person's qualifications if the person did not have a qualification we would ask if they were willing to train for the post.
- All interviews would be held with the supervisor and two officers on the committee.
- We encourage all staff to update their training and to go on courses.
- We always take up references and would look at their employment history and medical history.
- We make sure all staff have emergency numbers and medical history etc. kept on the premises in the case of emergency.
- Students are never left alone with the children and would always be supervised by a member of staff.
- The Supervisor will hold at least level 4 qualification and the deputy at least a level 3 qualification. At least half-staff hold a level 2 qualification.
- Staff appraisals are held once a year.
- There are always at least three members of staff on duty at each time. At least two members of the staff will be qualified in first aid.
- We would inform Ofsted of any changes about staff or the person in charge.
- If we did not have the relevant qualifications/ documents, etc. then an action plan would be set up so we could see what we would have to be doing next.

March 2017

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