

Inverbrothock Out of School Care Club

Charity Number: SC030097

Staff Recruitment and induction policy

At Inverbrothock Out of school Care club we operate a recruitment and vetting policy. We want our service users to be confident that we select and recruit staff and volunteers through a process that takes account of equal opportunities, and safe recruitment practices.

We aim to meet this policy by:

- Making sure that all applicants for staff and volunteer positions are treated fairly and valued for their ethnic background, language, culture, and faith.
- All staff will be selected after going through a selection process including application, interview, and becoming a member of the PVG scheme.
- All staff and volunteers being subject to an enhanced criminal records check and checks with previous employers.
- Staff will be interviewed by the manager of the service and two parent committee members.
- All staff will need to provide two referees that we can contact before we offer employment.
- Staff and volunteers being selected based on a range of qualifications, skills and experience relevant to the club's Aims and objectives.
- Staff will be selected by their knowledge and understanding on how to effectively support children's learning, development and wellbeing.
- All posts being subject to 3 months' probation period.
- All staff to be registered with the Scottish Social Services Council and having or working towards required qualifications.
- The club reserves the right to terminate any employment of newly appointed staff if they have been found to have been dishonest during the recruitment process.

Managers responsibility

It is the responsibility of the manager:

- To ensure that all staff are competent and confident, that they have gone through a careful selection process and are offered relevant training opportunities.
- To ensure that the service will evaluate what it does and make improvements through the constant monitoring of activities and procedures by staff and service users.

Staff induction

At Inverbrothock out of school care club we operate a staff induction policy. We operate this policy to ensure that all new staff are made to feel welcome and valued when commencing employment with Inverbrothock Out of School care club.

Within this policy we aim to:

- Ensure that all staff are issued with our induction handbook on their first day with Inverbrothock Out of School care club.
- Allow the staff reasonable time to read our policies and procedures and settle into the club.
- Give the new member of staff guidance within their new role by shadowing other staff members when carrying out their duties.
- The manager and new staff member will work together to agree a planned programme of support that will be put in place to support the new member of staff in their role, this plan will be in place for the first 3 months of employment.
- All staff are issued with a job description detailing the kind of duties that they will be responsible for and will be given time to ask any questions that they may have.
- Let the new staff shadow existing staff for a period of one month.
- Carry out regular supervision with the new members of staff to ensure they are settling in well to their new job, routines etc.
- Core training needs will be identified such as child protection, infection control, data protection, first aid etc and these will be carried out in a reasonable time scale.

- To afford newly appointed staff the opportunity to gain experience and identify priorities for their professional learning.

New staff should be always guided and supported by the manager and other members of the team.

The above policy is approved and hereby adopted by the IOOSCC Committee.
Updated July 2025.