

CAIRNDOW COMMUNITY CHILDCARE LIMITED
Protecting Vulnerable People. Recruitment & Induction



This policy was written in conjunction with staff and committee of Cairndow Community Childcare Limited

Cairndow Community Childcare Limited aims to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection

- A list of criteria will be made when a position is advertised to ensure equal opportunity for all applicants.
- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- At interviews all applicants will be asked the same standard questions. They will then be graded on each answer and the person who scores highest will be offered the position if they fill all the other criteria sought.

Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.
- Medical report/letter.

Training

- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.

- Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

Supervision

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
- Every member of staff will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff.

It is the responsibility of the staff and committee to monitor, evaluate and review the above arrangements and to adjust them according to need.