



Sherwood Pre-School
Community. Learning. Progress.

RECRUITMENT POLICY

Sherwood Pre-School has a non-discriminatory policy in employing staff. We offer equal opportunity to all regardless of race, sex or disability.

Staff are interviewed and selected by the Manager & Trustees.

Managers and deputies are interviewed and selected by a combination of Managers/Chair/Senior Staff.

All staff has written contracts of employment and The Committee will honour these in full.

Job vacancies are advertised on the group's notice board, through the P.L.A. publication, children's information services, in the local press and in the local shops etc.

Where ethnic groups are underrepresented in the groups staffing ratios, active steps will be taken to redress the balance having regard to current anti - bias legislation.

All staff will be checked under DBS guidelines decisions will be made using evidence from:-

- DBS disclosure
- References
- Full employment history
- Qualifications
- Interviews
- Identity checks
- Any other checks undertaken, for example medical suitability

We will notify all people connected with their provision who work directly with children that they expect them to declare to them all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Reviewed: May 2023