



## JPAC Ltd Recruitment Policy

AS a company providing childcare we will adhere to the recommendations of 'Safeguarding Children: Safer Recruitment and Selection in Education Settings'.

"Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process" (Para.11 Safeguarding Children: Safer Recruitment and Selection in Education Settings 2006)

### JPAC Ltd Safer Recruitment Practice

JPAC Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Company has a Safeguarding/Child Protection Policy which **MUST** be adhered to by all staff.

JPAC Ltd will use a variety of sources to recruit good quality, well qualified staff:

Job Centre Plus

CV Library

Out of School Alliance

Local Newspapers

School Newsletters

Small adverts in post Offices etc.

### **JPAC Ltd will ensure:**

1. Job descriptions make reference to the responsibility the post holder has for safeguarding and promoting the welfare of the children in their care.
2. All applicants will be required to complete a JPAC Ltd application form - these will be carefully scrutinised so that any anomalies or discrepancies are resolved.
3. The senior management team will shortlist the applications with reference to the Person Specification and Job Description.
4. References will be sought with a request that specific qualities necessary for the post should be considered to help assess the candidate's suitability to work with children. Note predated open references will not be accepted as conclusive proof that the person is suitable to work with children.
5. Previous employment history and experience will be checked.
6. The successful candidate will have to provide evidence of identity and qualifications (photocopies are not acceptable).
7. The successful candidate will have to provide evidence that they are healthy and physically capable to be able to fulfil the requirements of the post.
8. The successful candidate will have to complete a DBS application which must provide an enhanced level check.
9. Candidates must be able to give satisfactory answers to 'suitable person' questions which have been drawn up by JPAC Ltd senior management.
10. An offer of appointment will be conditional upon the successful outcome of 2-8 above.
11. Staff will be required to work a probationary period. Throughout their employment with the company they must maintain an active interest in continuing their knowledge of the standards required by JPAC Ltd and Ofsted to fulfil their responsible role. If necessary staff will be required to gain further qualifications - see job descriptions.