RECRUITMENT POLICY

Updated: September 2026

Introduction
Impact Wrap Around is committed to providing high-quality after-school childcare services at Lunsford Primary School. We use a clear, fair and safer-recruitment process so that staff are suitable to work with children and can support a safe, positive and enriching environment.

1. Job Application Process
All prospective staff must provide a current CV or completed application information setting out relevant qualifications, experience, skills and employment history. Candidates may be asked to explain any significant gaps in employment or information that is unclear. The information supplied forms the basis of shortlisting and interview questions.

2. Interview Process
Shortlisted candidates will be invited to a face-to-face interview. The interview is designed to assess their skills, qualifications, safeguarding knowledge and suitability for working with children. Candidates may also be invited to a supervised trial session as part of the selection process. A trial session does not replace the required pre-employment checks and the candidate must not be given unsupervised responsibility for children before those checks are complete.
During interview and assessment, candidates will be evaluated against role-specific criteria, including:

- Relevant qualifications, experience and practical skills
- Knowledge and understanding of safeguarding and child-protection procedures
- Ability to work as part of a team and follow policies and instructions
- Communication with children, parents/carers and staff
- Appropriate behaviour-management practice and awareness of child safety
- Commitment to inclusion, equality and supporting children's development

3. References
References will be sought from previous employers or appropriate professional contacts to help verify employment history, work performance, conduct and suitability. Where possible, a reference will be obtained from the candidate's most recent employer and from any recent role involving work with children. References may be obtained by email, in writing or verified directly with the referee.

4. Pre-Employment and Safeguarding Checks
Before a successful candidate is permitted to work unsupervised with children, Impact Wrap Around will complete the checks required for the role. These include identity and right-to-work checks, an enhanced Disclosure and Barring Service (DBS) check and, where the role is eligible, the appropriate children's barred-list check. Relevant qualifications will be checked and any additional suitability or statutory checks required for the role will also be completed. Any information disclosed will be considered fairly and in line with safeguarding requirements.

5. Recruitment Decision and Offer
Recruitment decisions are based on the information gathered through the application, interview, trial session where used, references and pre-employment checks. Any offer may be made conditional on satisfactory completion of outstanding checks. Successful candidates will receive the appropriate employment documentation and details of their start arrangements.

6. Induction and Probation
New staff complete an induction covering safeguarding, child protection, health and safety, behaviour management, collection procedures, emergency arrangements and the policies relevant to their role. Training requirements are identified at induction and monitored during the probationary period. Staff are expected to raise any safeguarding concern immediately with the Designated Safeguarding Lead.

7. Equality and Diversity
Impact Wrap Around is an equal opportunities employer. Candidates are assessed fairly against the requirements of the role. We do not unlawfully discriminate on the grounds of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, or any other protected characteristic.

8. Records, Monitoring and Review
Recruitment records are retained securely and access is limited to those who need the information for recruitment, safeguarding or employment purposes. This policy is reviewed regularly and will be updated when legislation, safeguarding guidance or our recruitment arrangements change.

Conclusion
By following this recruitment policy, Impact Wrap Around aims to appoint capable and suitable staff who can provide safe, enjoyable and high-quality childcare for children attending the service.