

## EXPLORERS POLICY AND PROCEDURES

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| Name         | Recruitment Policy |
| No. of pages | 1                  |

Explorers follows safe recruitment practices including:

- Obtaining a full employment history and evidencing qualifications
- Obtaining references and identity checks
- Undertaking interviews

Staff are also continuously assessed after starting employment with Explorers to ensure that they are suitable to work with or have access to children.

Explorers works towards offering equality of opportunity by using non -discriminatory procedures during staff recruitment and selection.

All staff have job descriptions, which set out their roles and responsibilities.

Explorers welcome applications from all sections of the community. Applicants will be considered on the basis of the suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Applicants will not be placed at a disadvantage by Explorers imposing conditions or requirements that are not justifiable.

Explorers support staff development and improving qualifications.

The Explorers budget allows for staff training.

Staff induction and training is provided in the first week of employment. This training includes introduction to the Explorer's Health and Safety and Safeguarding Children policies. Other policy and procedures will be introduced within the induction plan.

Explorers is committed to recruiting, appointing and employing staff in accordance with all relevant legislations and best practice.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor