

Crazee Kidz Club

Calday Grange, Mill Road
Cromer
Norfolk
NR27 0BG

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Recruitment Procedures Policy

1. This procedure covers the recruitment process to be followed for both paid staff and volunteers. Differences will be explained in the text.
2. All applicants for jobs and voluntary positions shall be required to complete an application form
3. All applicants shall provide the names and addresses of two references which must not be relatives and one of which should be work related.
4. All applicants shall provide at least two pieces of identification (e.g. passport, drivers licence, works (employee) identity card.
5. All applicants for paid positions shall attend an interview which shall be attended by at least one leader of the club will be working in and one management committee member. For volunteer applicants an informal interview shall take place with the club leader or his/her delegate.
6. All applicants shall be vetted and BDS checked in line with current legislation and until a satisfactory response is received any work undertaken by an applicant shall be strictly supervised with no work with young people to be undertaken alone.
7. Where anything other than a completely clean DBS response is received or unsatisfactory or only one reference is received, no appointment may be confirmed without approval by the management committee.
8. Where the experience of an applicant is considered insufficient a trial period of 3 or 6 months shall be undertaken followed by a review to determine whether the appointment is to be confirmed.
9. Immediately following appointment any training requirements should be identified and a training plan put in place. This may be before any trial period is completed. Also following appointment of paid staff a one to one review should be held at least annually.
10. All paid staff shall receive contracts of employment for signature following successful completion of DBS and any required vetting , references.
11. All appointed staff and volunteers shall be made aware of the clubs policies and procedures and how to access them.

Members of
Momentum Norfolk
Safer Programme



HMRC Registered Charity (XT 39138)

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This policy was agreed on Thursday 21st July 2016

This policy will be reviewed in July 2017

Signed

Date

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