

South-West Wexford School Completion Programme

Recruitment Policy

Introduction - South-West Wexford SCP is committed to ensuring the safety and well-being of children and young people in our care. As part of this commitment, we have developed a comprehensive recruitment policy to ensure that all staff working with children are suitable and qualified to do so.

Purpose - The purpose of this policy is to outline the procedures for recruiting staff who will be working with children and young people, including volunteers, contractors, and employees. The policy aims to ensure that all staff are vetted and checked to the highest standards to prevent child abuse and exploitation.

Scope - This policy applies to all staff and volunteers who work with children and young people, including:

- Employees who work directly with children, and
- Volunteers who work directly with children.

Recruitment Process

1. Job Description and Person Specification: Before advertising a job or recruiting a volunteer, a job description and person specification will be created that outlines the role requirements, responsibilities, and the skills and qualifications needed.
2. Application CV: A comprehensive CV will be requested to obtain information about the candidate's background, experience, and qualifications.
3. CV Review: The CV will be reviewed to ensure that the candidate meets the minimum requirements for the role.
4. Shortlisting: A panel will review the applications and shortlist candidates based on their suitability for the role.
5. Interviews: Shortlisted candidates will be invited for an interview, which will include questions about their experience working with children and young people, their qualifications, their approach to child protection, etc.
6. Reference Checks: Two professional references will be sought from previous employers or relevant organizations. Referees will be contacted by phone and asked for feedback on the candidate's performance, which is recorded. Referees will be sent the feedback and asked to sign and return.
7. Garda Vetting: All candidates will be required to undergo Garda vetting.

Verification of Qualifications - All staff must provide verification of their qualifications, including degrees, diplomas, and certificates.

Induction and Training - All new staff will undergo an induction program that includes:

- TESS Mandatory Training
- Initial Thrive Approach Practitioner Training and subsequent CPD to maintain the licence, and
- Child Protection Training.

Monitoring and Review - The recruitment policy will be reviewed as needed to ensure it remains effective in ensuring the safety and well-being of children.

Responsibilities

The Project Co-ordinator is responsible for implementing and managing the recruitment policy.

The Project Co-ordinator is responsible for ensuring that all new staff are inducted and trained as part of the recruitment process.

All staff and volunteers working with children are responsible for adhering to the organisation's child protection policies and procedures.

By implementing this recruitment policy, South-West Wexford SCP is committed to providing a safe and nurturing environment for all children and young people in our care.