

Skool Is Out Recruitment Policy



As a childcare provider Skool Is Out Ltd. ensures that all individuals who are employed by the company adhere to a rigorous vetting procedure.

We utilise best practice guidelines as outlined by the Care Inspectorate and in the Scottish Executive's Safer Recruitment through Better Recruitment policy document.

Applications

All applicants will be expected to complete a Skool Is Out application form in full when applying for any vacancies with the organisation.

Individuals will then be selected for interview based on their competencies, experience, level of qualification and eligibility for registration with the Scottish Social Services Council (SSSC).

Interview Process

Skool Is Out offers a two-stage interview process, as follows:

Stage 1 – Formal Interview. Candidates will be invited for a formal interview at the Skool Is Out office which will be conducted by company Director Sheila Fox as well as our Childcare Manager or Administration Manager. Formal interviews will last approximately 30 minutes and candidates will be asked a series of questions regarding their experiences and suitability for the post.

Stage 2 – Trial Session. Should candidates be successful in the Formal Interview stage, you will be invited to return for a trial session at our club premises. You will be asked to plan a simple activity to execute with a small group of children at the club. Children and staff will then informally evaluate you based on the activity offered, your level of interaction with staff and children, and your suitability for the position.

Offer of Employment

An offer of employment to the successful applicant is conditional upon:

- receipt of two satisfactory references
- verification of the applicants identity and eligibility to work in the UK
- verification of qualifications (if necessary)
- a PVG scheme record check
- an organisational health check to determine whether any reasonable adjustments need to be made
- registration with the Scottish Social Services Council (SSSC), or equivalent

Upon successful receipt/confirmation of the above, you will be invited to return for a brief induction in advance of commencing work at the after school clubs.

During this induction the Administration Manager will cover the following:

- outlining the conditions and expectations of the post
- details of your probationary period and contract of employment,
- requirements relating to gaining and maintaining registration with the relevant regulatory body (SSSC)
- the employee's responsibilities regarding maintaining registration, meeting qualification /post registration training and learning (PRTL) requirements.

Monitoring & Evaluation

Employees will be monitored and evaluated throughout their time at Skool Is Out, particularly during the initial probationary period. A thorough induction will be carried out by senior staff and employees will attend regular support and supervision meetings during this time.

It is expected that all new employees will register with the SSSC immediately after an offer of employment is accepted, in line with organisational requirements. Employees will be expected to adhere to the SSSC Codes of Conduct and to work towards any requirements or conditions of registration within the outlined time scale.

All employees will be expected to attain certificates in First Aid, Child Protection and Food Hygiene within the first 6 months of employment. The cost of attaining these certificates will be covered by Skool Is Out Ltd., subject to our Training Agreement.

All employees will be required to update their PVG certificate every three years. The cost of this update will be covered by Skool Is Out Ltd.

Further information on registration with the Scottish Social Services Council can be found here:

<http://www.sssc.uk.com/registration/>