

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).

Skool Is Out is committed to equality and inclusivity, where all employees and service users are treated with respect and dignity and everyone feels valued.

We operate a fair and open approach to recruitment and welcome applicants from all sections of society. We undertake monitoring to ensure our recruitment policies and practices are inclusive for all.

Any equality data submitted during the recruitment process will be treated confidentially and will be kept separate from applications and will not be referred to by the panel short-listing or interviewing candidates.

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 members of our Senior Management Team. Formal interviews will last approximately 30 minutes and candidates will be asked a series of questions regarding their experiences and suitability for the post. The format of the Formal Interview will be adjusted accordingly to meet the needs of all candidates, as required.

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 body.

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 attaining and maintaining registration with the relevant regulatory body;
- Any reasonable adjustments that may be required;
- the employee's responsibilities regarding maintaining registration, meeting qualification /post registration training and learning (PRTL) requirements.

Inclusion and Equal Opportunities

As an equal opportunities employer Skool Is Out Ltd. does not discriminate against any applicant on the basis of race, religion, sex, gender reassignment, sexual orientation, physical or mental disability, pregnancy and maternity, marriage and civil partnership, or age. However, as a childcare employer it is important that any additional needs are considered in advance of any new employee commencing with us to ensure the appropriate contingencies can be put into place to support new employees, where necessary.

Skool Is Out participates in the [Disability Confident](#) employer scheme operated by the Department of Work and Pensions and we welcome applications from candidates who may consider themselves disabled. We have a commitment to supporting disabled employees in the workforce through the implementation of reasonable adjustments and/or flexible working options.

As such, at the time of offering a new position, we may enquire about any disability or condition that a prospective new employee may have to ensure the appropriate levels of support are in place. This information will be kept confidential in accordance with the Data Protection Act (2018) and will only be used to ensure the employee is suitably supported in their role and that any subsequent issues that may arise can be dealt with sensitively and promptly.

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/>