2.4 Recruitment Policy

At St Christopher's Playgroup we are committed to ensuring that when we recruit we will keep to our stated policy, and that our guiding principles are that we will only recruit the best candidate for the job.

All vacancies will be advertised usually internally and externally depending on the nature of the role. All applicants whether external or existing staff will have to complete an application form, and go through a similar procedure.

We will not, throughout the procedure of recruitment knowingly discriminate against any applicant for reasons of sex (gender), sexuality, sexual orientation, family status, or commitments, race, age, or religious beliefs, or disability either physical or mental.

All applications will be considered and their application form will be marked against a Person Specification. All applicants who meet these criteria will be short listed for interview, and other tests as applicable.

We will offer adjustments and access support (where practical) to disabled applicants who are short listed.

All interviews and or other tests will be scored, against agreed criteria, and each panel assessing either interviews or tests will consist of at least two people. Questions at interview, and any other tests will be job specific, and will not be overly intrusive, nor designed in any way to try to 'catch people out'.

Both successful and non-successful candidates will be told of the outcome as soon as is practically possible. Verbal feedback will be offered to candidates who are not successful. Feedback to internal candidates will be given via their line manager or other senior person as agreed.

Internal applicants who may be successful in applying for an internal vacancy will have the opportunity to work within the new role (only where it is a promotion) for a trial period of three months. During this period their competence in the new role will be monitored and assessed. If the organisation decides that they have not proved competent within this period they will be allowed to return back to their previous role, unless the previous role has been deleted by reason of redundancy. The member of staff so promoted shall also have the opportunity within the three month period to revert back to their pervious role (and will revert back to the lower salary if applicable). If the organisation decides that there are 'competence issues' after the trial period then this shall be dealt with through the normal disciplinary procedure.

Internal applicants shall be required to submit an application form and go through the same selection criteria as any external applicant.

Any applicant who may wish to complain about any part of our recruitment procedure should put their complaint in writing and send it to: ***Management committee, St Christopher's Playgroup, 1 Lincoln Avenue, Warden Hill, Cheltenham, Glos, GL51 3DD.*** We will make a full response within 10 working days.

Successful job applicants will be required to provide two references, pass an enhanced DBS (Disclosure and Barring Service Check, previously Criminal Records Bureau Check) and show the DBS document to the Manager within 28 days of receipt of the document. Also meet the requirements of the Asylum and Immigration Act and complete a 3 month probation period (internal applicants will also have a 3 month probation period in their new role).

A “conditional” job offer will be made to the applicant pending satisfactory DBS checks and references that meet the standard of St Christopher’s Playgroup. We will retract a job offer should these conditions not be met.

This policy was adopted at a meeting of	St Christopher’s Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2027	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (chair)	Playgroup Manager	