

# Sunbeams Play

A haven for children and  
young people with Autism

## Employment

### 2.2A Recruitment Policy

All vacancies will be advertised locally through newspapers and online media. It is essential to treat all staff, paid or voluntary, as you would any job applicants:

- Personal Data to be obtained;
  - Name
  - Date of Birth
  - Current and previous address for past 5 years
  - Photo ID

Applicant will be required to attend an interview to ascertain suitability and describe prior experience.

Prior to appointment contact, at least two people who have direct experience of applicant's work history involving children and/or young people. References should be submitted in writing.

- Check:
  - ALL details
  - Any gaps in time frame
  - Previous work experience with children/young people (Formal & Informal)
  - Why applicant wants to work in setting
  - Any doubts arising from answers given

Any appointment will be subject to a probationary period.

An Enhanced DBS check will be initiated once appointment made.

Those new staff with an existed valid Enhanced DBS with a current employer will be allowed to commence employment, but will only be allowed to work in the main area and in a supervised capacity until receipt of an Enhanced DBS for this setting.

Those staff without an existing valid Enhanced DBS will not commence employment until receipt of an Enhanced DBS for this setting.

Each successful applicant will be given an Induction at the earliest opportunity.

This policy was adopted at a meeting of

name of  
setting

Held on

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(date)

Date to be reviewed

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(date)

Name of signatory

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Role of signatory

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