

**Staff Recruitment Policy**

**Users of Schools’ Out! can be confident that the service recruits staff and volunteers through a process that takes account of equal opportunities and safe recruitment practices. This will include:**

Following the current safer recruitment policy/guidance in line with the Scottish Government and The Care inspectorate Safer Recruitment through better recruitment September 2023.

All applicants for the staff and volunteer posts will be treated equally and fairly valued for their experience and relevant qualifications.

We will not make ethnicity, religion, gender sexual orientation an issue.

A senior member of management (registered countersignature) shall be responsible for obtaining the necessary legal checks prior to appointment of new staff/volunteers.

All staff and volunteers shall be required to provide references and proof of qualifications.

Staff and volunteers will be selected with a range of life skills and experience relevant to the Aims and Objectives of the club.

All posts are subject to a six month probationary period.

Signed: Natalie Scanlan **Date: 12/01/2024 Review Date: 12/01/2025**