

# **THE ASSOCIATION OF TEESDALE DAY CLUBS**

## **Policy Document Number 09 Issue 05**

### **Recruitment, Training and Staff Support Policy**

#### **Introduction**

The Association of Teesdale Day Clubs (here referred to as the Association) aims to ensure that no job applicant receives less favourable treatment in accordance with the Equality and Diversity Policy of the Association. All staff will be given equal access to training to enable them to progress and will be given the opportunity for confidential supervision, support and an annual appraisal

#### **Policy**

It is the policy of the Association to recruit, and actively train and retain staff to support the operations and activities in compliance with the Equality and Diversity Policy (Policy 05).

#### **Principles**

- Recruitment of staff is based on a review of the needs of the Association and is under the control of the Board of Trustees.
- Recruitment of club-based staff is normally managed and administered by the Manager.
- Recruitment of office staff will normally be managed and administered by the Manager of the Association.
- Recruitment of the Manager will normally be managed by a nominated Trustee with relevant recruitment experience, with appropriate input from the Chair.
- Job descriptions and person specifications will be produced for all posts and used as the basis for recruitment. They will be reviewed and updated as required.
- Posts may be filled from within the Association where appropriate.
- Posts will normally be advertised locally in the most appropriate and cost-effective manner for the post to be filled.
- Advertisements will be written in compliance with the Equality and Diversity Policy of the Association.
- Applications will be evaluated against the job description and person specification for that post.
- Suitable candidates will be invited for a formal interview.
- Candidates will be interviewed by the Manager and at least one Trustee, with the CCSM being involved for any club/member related posts.
- For the recruitment to the Manager post, candidates will be interviewed by at least three Trustees and the panel may request input and/or support from a relevant member of the staff and/or volunteer team as they feel is appropriate.
- The preferred candidate will be offered the post in writing subject to suitable references. References will be taken up after the interview stage.
- Suitable candidates who were unsuccessful will be offered the option to have their details kept on file for future reference; unsuitable candidates will be informed that they were not

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successful.

- Any details kept will be stored in line with the GDPR and confidentiality policy.
- All appointments will be subject to a three-month probationary period and the Manager post will be subject to a six-month probation period.
- DBS checks will be carried out before employment starts where individuals will be required to work in an unsupervised capacity with members or 'at risk' volunteers.
- Induction and training programmes will be established for each new employee.
- If the probationary period is assessed as satisfactory the post holder will be offered the position on an on-going basis, according to funding or contractual conditions.

### **Supervision and appraisal**

All staff will be given access to confidential and one to one support and supervision time on a regular basis, with timing between sessions appropriate to the hours worked and levels of responsibility within their role.

Each member of staff will be appraised each year and appraisals will be conducted by their line manager or the Manager, whichever is appropriate to their role. Appraisal meetings will be recorded using a standard form and will be kept confidentially in personnel files.

Matters discussed during supervision and appraisal will be confidential between the supervisor/appraiser and supervisee/appraisee but there may be times when specific issues need to be shared with the Manager or trustees. When this arises, the supervisee/appraisee should be consulted and kept informed of any outcomes relating to the issue shared.

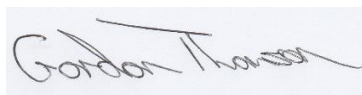
### **Training**

There is no set budget for individual members of staff. However, staff should be able to raise training issue needs and make requests for training during supervision and training needs may be identified at appraisals.

Safeguarding, Food Hygiene and other training may be mandatory, according to specific role responsibilities, and it is the responsibility of each member of staff to ensure that they access mandatory training or request access to mandatory training.

Evidence of training attended, and any certificates should be recorded in supervision notes and copies of certificates kept in personnel files where possible.

**Reviewed and approved by the Board of Trustees and signed on their behalf by the Chair:**



**Date approved: 17/06/2021**