



Recruitment and Selection with Children Policy

Ashton Gate Out of School Care's (AGOSC) Recruitment and Selection with Children Policy is used when recruiting new members of staff. The system works on an informal basis, with playworkers giving children the chance to be involved in recruiting and selecting new staff members. This policy was written in consultation with the children and they will be consulted again at each review.

The main areas they will be involved in are:

- Creating a job description and person specification for a playworker,
- Creating an advert for the playworker position
- Interviewing and scoring the candidates.

Why have we asked the children to be involved in the recruitment and selection of staff?

We have asked the children that attend AGOSC to be involved in the recruitment and selection of staff because of the benefits to the children, the new and existing staff, and the organisation.

The children will benefit because they will:

- Be empowered and develop a sense of belonging and ownership of the setting.
- Feel that their voices are being heard.
- Learn more about the organisation.
- Influence what our setting does by ensuring we consider what the children want from our staff.
- Learn new skills, for example; negotiation, communication and team work.
- Build confidence and self esteem.
- Improve relationships across friendship groups and with staff.
- Have a sense of achievement; they will feel they have made a difference to the setting.

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- Appreciate their right to be involved.

The candidates will benefit because they will:

- Have the opportunity to meet with the children they may work with.
- Gain a better understanding of our setting.
- Understand that how they interact with children is a crucial part of the job.
- Be given the opportunity to give a true reflection of their character.

The organisation will benefit because it will:

- Allow existing staff to observe how new candidates interact with the children.
- Give a positive and powerful message to the new candidates that AGOSC takes recruitment seriously.
- Make recruitment a more thorough and effective process.
- Ensure that the chosen candidate is the most suitable for the job because they were selected by the people that matter the most the children.

Playworker job description and playworker person specification

As part of normal activities, the children wrote down or drew the skills or qualities the children thought that a good playworker needed to support them. The person specification will highlight the essential and desirable skills and qualities required for the job. These documents will be reviewed annually in line with the policy..

Playworker Job Advert

As part of an activity at AGOSC the children created an advert for a playworker job post. We informed the children before hand about what information needed to be provided in the advert and showed them examples of other adverts. The children picked out the adverts they liked or disliked and identified a wish list for their advert on post-it notes. The key things that the children included in their advert were the job title, the pay, where the

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job is based, the hours and how to apply. The advert will be reviewed annually in line with the policy and amended as necessary for each vacancy.

Playworker interview and scoring system

We will give the children that want to be involved in the recruitment and selection a training session on interviewing the candidate. In this session we will explain to the children how to behave in an interview. The children will devise four interview questions and agree who will ask each question and who will record the score on the score sheet. They will score the candidates answer for each question Bad, Weak, Ok or Excellent. We will do role play with the interview group to practice asking and answering their questions. We will then give the children feedback on their listening skills and body language. We will explain to the children that their score sheets will be taken in and used when making the decision about which candidate to employ.

An example of the score sheet:

Candidate number		
Question	Their Answer	Score (circle your score)
		Bad Weak Ok Excellent
		Bad Weak Ok Excellent
		Bad Weak Ok Excellent



		Bad Weak Ok Excellent
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