**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**RECRUITMENT POLICY & PROCEDURES**

**December 2023**

All recruitment advertisements, screening and recruitment procedures for vacant posts will reflect our commitment to equality. We will ensure that interviewers conduct all interviews in a non-discriminatory way. Interviews will be undertaken by a minimum of two persons of Munterconnaught Community Development Association clg (the Company) being the Service Provider of SuperKids. Interviewers will base any interview on an agreed list of questions’

All persons interviewed will be provided with information about SuperKids and full details of the role they have applied for.

A minimum of two references (one from the most recent employer) will be obtained. No references from family or relatives will be accepted.

In accordance with legislation all new employees will be given a Contract of Employment clearly setting out the terms and conditions of employment. All such contracts in respect of permanent employment will include a six-month probationary period.

Employees will be required to sign up to the Child Protection & Welfare Policy and training in Child Protection and Children First will be sought for all staff.

SuperKids will not employ, contract or involve as a volunteer any person to work with children who has a criminal conviction for violent crime, sexual crime, drugs related offences or any other offences deemed inappropriate in relation to working with children.

Prior to having an offer of employment confirmed the individual concerned is required to grant permission for vetting from An Garda Siochána. Such vetting will be undertaken for all staff and volunteers.

All documentation related to recruitment, including but not limited to CVs, letters of application, interview notes, references, An Garda Siochána vetting, contracts of employment and training information, will be held on file under the terms of our Data Protection Policy.

An induction/training schedule (usually one month) will be set out for each new employee.