

Scoil Mhuire Gleann a' Chaisil

Recruitment and Selection Policy

Scoil Mhuire Gleann 'a Chaisil will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures and to all persons with substantial access to young people, whether paid or unpaid.

All adults taking responsibility for children should undergo a recruitment process. The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

Applicants should fill in an application form, giving names of two referees that can be contacted. (See sample application form attached). Where possible there should be an interview.

A probationary period is 'advisable.

There will be a "sign-up" procedure, whereby the newly recruited volunteers, agrees to abide by the *Code of Ethics and Good Practice for Children* and to the school's code and policies.

Every effort should be made to manage and support appointed staff members. Adequate supervision should always be provided. A staff member should not have to work alone.

A decision to appoint a staff member is me responsibility of the B.O.M., and not of any one individual within it The B.O.M., should ratify all recommendations for appointment

Implementation/Ratification and Review

This policy has been in operation in *Glencastle N.S.School* since _____ and was updated in _____. It will be reviewed again in _____.

Signed: _____ Date: _____
Chairperson

Signed: _____ Date: _____
Principal

