



RECRUITMENT & MANAGEMENT OF STAFF & VOLUNTEERS POLICY

An Grianán Theatre staff and volunteers will be recruited using procedures which are as open and transparent as possible to endeavour to ensure fairness to all applicants and candidates. These procedures will involve as extensive as possible advertising in either local press, emailing through available databases and e-bulletins and internally (on-site) or through recruitment agencies. Recruitment will always involve adequate communication through at least 2 members of senior staff. However, in extenuating circumstance the Board retains the right to make direct approach to suitably qualified individuals.

An Grianán Theatre staff and volunteers will be given an induction where they will receive a copy of the organisation's policies and procedures which they will be expected to adhere to. Where any of these policies and procedures are reviewed, staff and volunteers will be provided with updated versions. Staff and volunteers will be encouraged to suggest ideas of where the organisation could be improved in its operation and they will also be encouraged to approach the Director and Board of Management to any matters they wish to discuss at any time.

Where possible, An Grianán Theatre will endeavour to provide current child and vulnerable adult Protection Policy and Procedures training for all staff and volunteers.

An Grianán Theatre staff and volunteers who will be working with children, Older people or participants considered to be 'vulnerable adults' will be expected to comply with the organisation's Garda check

policy where this is possible. Accurate and satisfactory references will be sought from previous employers or persons of responsibility known to the candidates.

Personal details retained on file for each individual will remain confidential and updated when necessary. Should any member of staff or volunteer prefer that particular personal details are omitted from their file, this should be discussed with the Director who will attempt to accommodate the individual's wishes, where possible.

An Grianán Theatre's Director will meet regularly with staff and volunteers to monitor and discuss progress of individual projects and provide support, advice and supervision where it is necessary.

This policy fulfils the requirements of the legislation and embraces the principles of best practice in relation to recruitment procedures in both the Republic of Ireland and the United Kingdom.

Adopted as agreed on behalf of An Grianán Theatre's Trustees:

Sean Mc Cormack
Chairman

Date
16 January 2012