



Recruitment policy

Policy aims:

The recruitment and selection process is of paramount importance to us in order to recruit staff with the necessary skills and attributes to enable the Nursery to fulfil its aims and objectives. The Recruitment Policy and Procedures aim to provide clear guidance to managers and others involved with recruitment in relation to both the selection and appointment of staff. This policy promotes and supports good practice for those with responsibility for recruitment.

This policy and procedures aim to achieve the following objectives:

- Recruit staff with the appropriate skills, both technical and personal, in order to meet the nursery's current and future needs.
- To ensure that staff appointed to posts involving teaching and care responsibilities are qualified to carry out such duties or are working towards an appropriate qualification.
- Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the nursery's Equality and Diversity policies and practices.
- Develop and enhance the public image of the nursery, both as an employer and as a quality provider of childcare services.
- To ensure that by following the safer recruitment process we fulfil and exceed our duty of care to safeguard and protect children from unsuitable adults.

Internal candidates or others personally known to the interview panel will be treated in exactly the same way as all other candidates.

We ensure that individuals are recruited, selected, trained and promoted on the basis of their own skills, qualification and experience. By doing this we will ensure that everybody will be treated equally on the grounds of gender, ethnic origin, race, colour, sexual orientation, marital status, nationality, age or disability.

At the nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

Considerations

Before recruitment begins, the following will be given consideration:

- Is it necessary to fill the vacancy?
- Can we appoint someone from existing staff without having to advertise externally?
- Does the role require changes in duties and responsibilities?
- Could the work be accommodated in other ways?
- The managers should consider widening the diversity of the team which could include consideration of part time working / job share.

Advertising

It is good practice that all vacancies are advertised, both internally within the Nursery, as well as externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only.

The following procedures will be followed:

- We will only use reputable newspapers, agencies, websites and the local job centre to advertise for any vacancies.
- Advertising will include the Nursery's safeguarding statement and how important it is.



- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced Disclosure and Barring Service (DBS) check, at least two independent references for each new employee.
- Safeguarding will play a big part in the advert, where it will state that we take safeguard seriously and that it is very important to Little Meadows Nursery.
- Within the advert it will have key information for the role, which will be extremely clear in what the role entails in terms of safeguarding, which in turn will hopefully deter applicants who are not suitable, in reference to safer recruitment. Background information on the setting, including the nurseries beliefs and values, diversity and safeguarding culture.
- At every stage of the recruitment process, it will be made very clear that safeguarding is clear and explicit.

Application pack

- Within the application pack, it will state that Little Meadows Nursery is committed to safeguarding, and takes it very seriously.
- Guidance notes - this will contain a contact for queries, a guide for the completion times of the recruitment process. Little meadows will only see people that meet the criteria. There will also be an explanation of the applicant stages, interview structure, selection process, references will be taken and an Enhanced DBS must be obtained.
- Safeguarding statement, which states what Little Meadows Nursery safeguarding expectations are. This will include the organisations commitment to safeguarding.
- Job role description - it will state what the job involves, the background of the setting, and the organisations beliefs and values, diversity and safeguarding culture.
- Person specification - This will include the skills and level of experience needed for the job role, abilities, behaviours, attitudes and values, and qualifications.
- Application form - within the application form it will include personal details, employment history, education and training, personal statement and a signed declaration. It will importantly state that it is criminal offence to apply if the person applying is barred from engaging in regular activity with children.
- Reference forms - reference forms will include performance history, performance management and disciplinary issues. Safeguarding concerns such as allegations of abuse and how it was investigated and the outcome. Skills and attributes.

Enquiries

All enquirers will initially be vetted over the phone or via email in order to ensure there are no obvious impediments to taking the enquiry forward.

- A recruitment enquiry form will be completed and relevant action taken.
- Candidates will only be shortlisted for interview if they meet all the essential criteria defined in the person and job specification.
- If the number of candidates meeting the essential criteria is excessive, further selection may be undertaken utilising the desirable criteria to achieve a workable shortlist.
- Shortlisting will be undertaken by two members of staff who are experienced in the recruitment process and one of whom will go on to be involved in the interviewing process.
- Applicants will be informed of the interviewing process and how long it may take.
- Unless the applicant has indicated otherwise, Little Meadows will contact references before the interview, to determine any issues. If the applicant has indicated not to contact their references before the interview, after a conditional offer, then we will contact the references for a reference, and we will also check our interview notes with the reference.

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.



- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview.
- All interviews are face to face.
- The first meeting (pre-interview) will be with either the Manager or appointed interviewer. This is normally one to one to allow both parties a more informal forum to discuss mutual needs and expectations.
- Provided both parties are happy with the initial pre-interview, a second interview will be arranged comprising a trial period in the classroom plus a more formal interview with the Manager and one other authorised member of staff.
- The people recruiting, at least 1 is the same throughout the process and are trained in safer recruitment and they will also be interviewed by 2 panel members, who will be taking notes.
- Before the pre-interview all candidates' identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. Also their attitudes towards children, young people and adults at risk. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care. Notes will be taken throughout and evidence taken of the met criteria.
- Candidates are asked whether they have ever had any allegations of abuse made against them.
- Gaps in employment are explored.
- Concerns or discrepancies in information are explored before they are considered for being shortlisted (if needed).
- Candidates are asked if there is anything they would like to add in relation to the requirement for an enhanced DBS check.
- Each shortlisted candidate will be asked to fill in a self disclosure form, where the panel members can see if it is relevant or not to the position, such as anything relating to children or young people. If it is relevant, then if there is any other information needed, this will be followed up by contacting the relevant sources. Which may be the police, Disclosure and Barring Service (DBS), previous employers, or asking more questions at the interview.
- Each shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time interacting with the children, staff and where appropriate parents.
- The manager and deputy will then select the most suitable person for this position based on these interactions and their knowledge and understanding of the early years framework as well as the needs of the nursery.
- Each candidate will receive communication from the nursery stating whether they have been successful or not.
- All interview notes will be kept for a minimum of 6 months, unless the candidate indicates in the application form that they are happy for Little Meadows Nursery to keep their details for future job opportunities.
- Every at the whole interview process are treated equally and fairly, regardless of age, gender, race, or anything else.

Pre employment checks

- The successful candidate will be offered a conditional offer, subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). One reference must be from their most recent childcare job. These references will be taken up BEFORE employment commences. This will be written or by email initially and followed up with a written reference which will form part of their staff file.
- Referees will be asked specific questions in relation to (1) The candidate's suitability to work with young children (2) Whether the referee has any concerns about the candidate working in a



childcare setting (3) Whether they have any knowledge of the candidate being investigated over safeguarding issues.

- We will not consider references addressed to 'To whom it may concern' or photocopies. And any discrepancies, inconsistencies, doubts or concerns, these will be followed up. Preferably by phone, and if any concerns from the phone call, followed up by written confirmation.
- Agency or supply staff will have been vetted by the supplying agency, and Little Meadows Nursery will be makes sure that these checks are done correctly.
- Proof of identity checks will be obtained from original copies of two of the following - birth certificate, driving license, passport or naturalisation or immigration papers.
- Original and certified qualifications are to be seen.
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee.
- All new starters will be subject to an enhanced DBS check whether they currently hold an enhanced DBS check or not. This will be initiated normally before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not). DBS do not show overseas convictions, therefore Little Meadows will need to check authorities in the country where there the candidate has lived.
- All qualifications will be checked and copies taken for their personnel files.
- All candidates will be required to prove they are eligible to work in the UK.
- Any irregularities of a safeguarding nature or ISA barring will result in the LADO (Local Authority Designated Officer) being notified.

Any false information, or the candidate is barred from working with children, will be reported to the police

- Until all the required checks are returned and clear, any offer of employment remains conditional.

Induction

- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and receive a mentor, who will introduce them to the way in which the nursery operates. And also receive regular supervisions.
- Induction will also be provided by a designated member of the management team.
- During their induction period all new staff will receive awareness training on how to safeguard children in their care and follow the Safeguarding policy and procedure.
- The new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress.
- Staff will be made aware of the positive ethos of their working environment in relation to safeguarding.
- All staff will be made aware that children's needs are paramount and the voice of the child is valued and listened to.
- All staff will be made aware of how to report a concern or make a complaint about the well-being of a child or the behaviour of a colleague / visitor / parent / carer.
- All staff are made aware of the nursery code of conduct. Management must show how this is embedded into the workplace culture, appraisal process and performance management. When new staff have read this, they will be asked to sign a form to confirm they have read and are going to follow all policies and procedures.
- Staff are aware of the whistleblowing policy and how to express concerns or make complaints. Reports are acted upon quickly and the employee is given assurance that there is no recrimination on the whistle-blower provided the allegation is not in any way unfounded or malicious.
- All new members of staff will be asked for information related to payroll, such as P45, banking details, tax codes, national insurance numbers etc.



On going support and checks

- All members of staff will have supervisions to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties.
- All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale.
- Each member of staff will receive appraisals and supervisions. This will provide an opportunity for the manager and member of staff to discuss training needs, as well as discussing their performance.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, on-going supervision, work-based observations and constructive feedback.
- Safeguarding training is mandatory for all staff.

Staff leaving

- All staff that are leaving all be offered an exit interview.
- Exit interviews are important because they offer a deeper look at your workplace culture, day-to-day processes, management solutions, and employee morale. The purpose of an exit interview is to assess the overall employee experience within Little Meadows and identify opportunities to improve retention and engagement.
- Little Meadows is always looking for ways to develop and improve their staff experiences.

Legal requirements

- The nursery abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage / National Minimum Standards.
- The nursery also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation.

Forms to be used in the recruitment process

- This policy
- Application form
- Letter inviting candidate to interview
- Job descriptions
- Staff Code of conduct
- Interview form
- Reference request letter or email
- Staff induction checklist – including Health and Safety
- Staff file checklist
- Staff suitability declaration
- Contract of Employment
- Camera, phone and media policy
- Whistleblowing policy
- Safeguarding policy
- Equal opportunities policy
- Data protection policy
- Staff handbook
- Unsuccessful candidate letter (If needed)