

## **RECRUITMENT POLICY**

### **7. Recruitment statement:**

Plympton St Maurice Childcare Centre offers wrap around care for children from the age of 3 months through to 11 years.

We believe in giving children the best start in life and our ethos is one of nurturing and understanding the child and putting their safety and needs first. To ensure that this is upheld, a recruitment process is in place which maintains the strong partnership between staff, children and parents. A high standard is required for staff to deliver the ethos on a daily basis to each individual child. To this end, the Business Manager and Committee of St Maurice are responsible for recruiting staff of the required calibre and to carry out regular checks to maintain and uphold the ethos.

### **Equal Opportunities:**

Plympton St Maurice Childcare Centre has an equal opportunities policy, which ensures correct procedures are carried out during any recruitment process.

This setting ensures that every child and adult is treated fairly and equally.

Applications are welcomed from all, without prejudice. Skills and experience are identified and application forms state the desired and essential criteria for any position within the centre.

In order to reach a wide audience of potential candidates, our policy is to use the Job Centre to advertise a position within our setting. The Job Centre advertises in-house and also online, ensuring a wide ranging audience is targeted and reached.

It is illegal to discriminate against a person in work, based on their age, gender, disability, race, religion, belief or sexual orientation.

### **Advertisements:**

In order to reach a wide audience of potential candidates, our policy is to use the Job Centre to advertise a position within our setting. The Job Centre advertises in-house and also online, ensuring a wide ranging audience is targeted and reached.

For an internal job, our Centre distributes an Internal Memo for all staff to see and sign. Should a staff member wish to apply for an available position, an application form is to be completed. This form is the same as used for external applicants.

All application forms clearly state that successful applicants will be subjected to an enhanced disclosure, before being formally allowed to take up the position.

**Job Descriptions:**

A job description is required, as it specifies role and responsibilities of position and allows for clarity and agreement between staff and manager of setting.

The management Committee of the setting agrees the roles and responsibilities of each position.

**Job Specifications:**

A job description must clearly state what the roles entails – roles, responsibilities and experience necessary to carry out the job.

A job specification is used to clarify the exact duties of the job, so that the employee and management agree the role and responsibilities involved.

**Application Process:**

An application form must be completed by all prospective candidates.

An advertisement will clearly state the deadline for application forms to be returned to the setting. Any forms received after specified date, are disregarded.

A short-listing process is used by the Centre. The Chair of the Committee and the Business Manager review all application forms received and assess experience and qualifications relevant to advertised job. Essential and desirable criteria are noted during this process.

**Interviews:**

The interview panel consists of the Business Manager and members of the Committee.

Interview questions are from a set of pre-prepared questions, put together by the Committee members.

The questions have been assessed to ensure that they are open, fair and unambiguous.

During the interview, information is recorded on a proforma by each member of the interview panel.

Candidates are assessed by each panel member. The proforma has a rating system of 1 for poor through to 5 for excellent.

There is one interview only.

Prior to an interview, candidates are asked to spend 15 to 20 minutes in the pre-school room, allowing them the opportunity to interact with the children and staff members. The pre-school supervisor and staff feedback their impressions to the Business Manager.

**References:**

Prior to formally offering a position to a successful candidate, references must be taken up by the Centre. A reference should support the candidate's application and highlight other areas around the candidate which may not appear in the application form and interview process.

The application form requests that a prospective candidate include details of a Referee.

All references must be in writing and only suitable responses will be considered.

**Criminal Records Check:**

When a candidate has been offered a position and accepted, a criminal records check is carried out by TMG CRB, prior to the start date.

Members of staff, Committee members and volunteers are all required to have an enhanced disclosure.

Employment is subject to the clearance of an enhanced disclosure.

All CRB checks are reviewed on an annual basis, upon completion of an internal review form by members of staff. After 3 years, the enhanced disclosure process has to be gone through again for that staff member.

**Disqualification:**

To ensure prospective employees are not disqualified from working with children, the Centre carries out CRB checks and all references are followed up.

A review form is completed by a prospective employee, where they are asked to disclose information pertaining to people they live with and whether that person has been disqualified from working with children. The prospective employee must sign the document.

Setting policies clearly state that all prospective employees must declare any information which may effect their suitability to work with children, or become disqualified at a later stage. A self-declaration is signed by employees and is reviewed and signed again every 12 months.

**Health:**

Each staff member must sign a health declaration, which is reviewed on an annual basis. If the staff member has been absent from work for a period of 7 days, they are able to self certify. After this time, a Back To Work form is to be completed by the employee and an interview for suitability of work is conducted with the Business Manager and employee. In the event of an employee being required to have on-going medication, a back to work form is completed by them and the Business manager would again interview them to ensure suitability to return to work.

All staff has a duty to report any health issues which may effect their employment. Such information is to be recorded on the Health Declaration form and assessed by the Business Manager. This is reviewed as and when.

**Identity:**

Identity checks are made and recorded for employees. Acceptable identification includes DVLA documentation and passport – originals must be shown. Photocopies are made by the Business Manager and put on personal records of employee and held in a locked cabinet.

**Work History:**

References are gathered which include work history going back 5 years. Any gaps in work history are checked with prospective employees at interview.

**Qualifications:**

Qualifications are required to be checked. Original copies must be seen at the interview process. If a discrepancy arises with the certificates, a check is carried out with the awarding body, by the Business Manager.

If there appears to be a discrepancy with the certificates, the Business Manager will check with the awarding body and request verification of certificate.

All certificates are photocopied and kept on employee's record and stored in a secure locked filing cabinet.

**Contract of Employment:**

An offer of employment is given to a candidate when all checks have been successfully carried out.

An offer of employment is sent out to the successful candidate in the form of a letter. Upon signing and returning to the Centre, a contract is then given. This is signed by the Business Manager and the candidate. One copy is held in the Centre and the other is for the candidate. Attached to this contract are the Grievance and Disciplinary procedures which must be signed and one copy returned to the Business Manager and one copy is kept by the employee.

**Induction procedures:**

On the first day of employment, an induction process is carried out. The Supervisor of relevant section within setting ensures that the new employee is aware of everything and that all relevant forms are completed. Employees are then requested to sign to say that they have received all forms. All staff receive a Staff Induction folder which contains the 4 policies.

It is essential that Health and Safety is covered during the first week of employment.

**Trial and probation periods:**

A trial period is required to allow the new employee to settle into the role and to discover if they are suitable for the job. The probation period can be extended in certain circumstance, but in the first instance the period of probation is for six months. After the agreed probation period, an employee is informed in writing that the probation has been successfully completed.

**Appraisal and supervision procedures:**

Appraisal and supervision is necessary for both the employer and the employee. This process allows an opportunity to discuss objectives and responsibilities and whether they are being met. The employee is able to discuss how they feel

**Confidentiality:**

It is vital to observe confidentiality for staff and parents/children alike. All confidential material is kept in a locked filing cabinet and the laptop is password protected and locked away at the end of the day.

Permission must be sought from all parents/carers before information is disseminated. They are required to sign a form giving permission for sharing of information around their child/ren.

All information around a member of staff is kept with their personnel record and held in a locked filing cabinet. Access is restricted to the Business Manager and relevant supervisor.

All documentation is held for a period of 7 years after the employee has left the setting.

All staff is required to read the settings Confidential Policy and sign to say that they have read and understood it.

