



Recruitment Policy

Policy statement

All organisations and individuals who work with children and young people have a duty to safeguard and promote their welfare. Our setting is committed to this and we expect all staff and volunteers to share this commitment. In addition, the management of the nursery is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent, accepting applications from all sections of the community and by using non-discriminatory procedures during this process. We will comply with current legislation and ensure that we do everything we can to prevent appointing people who are unsuitable and may pose a risk to children.

Responsibilities

Advertising

Planning is vital to successful recruitment. Therefore, when a vacancy arises we will:

- Follow the Safeguarding Children and Safer Recruitment in Education (2007) guidance
- Comply with the Welfare Requirements of the Early Years Foundation Stage 2017

Prior to advertising any vacancy, the management of the nursery will assess whether the job role requires restructuring. This may include:

- Updating the job description
- Updating the person specification
- Updating employment contracts
- Update interview questions

We will advertise in a wide area using recruitment websites, newspapers and our own social media sites in order that the vacancy will be accessible to everyone. The advert will contain contact details for a named person (the manager) who can be approached for an informal discussion, address, telephone number and email so people can contact us in the way that suits them best.

The safeguarding statement - "Kiddie Kapers are committed to safeguarding and promoting the welfare of children and young people" - will also be included in the advertisement and applicants will be informed that an Enhanced Disclosure via the DBS, health declaration and reference checks will be carried out on successful candidates and volunteers.

We will send out recruitment packs to everyone who enquires about the vacancy. The pack will include:

- A covering letter, including the closing date for applications and the dates for shortlisting and interviews.
- An application form which includes a full employment history in chronological order, academic and/or vocational qualifications and the details of 2 referees, one being the applicants current or most recent employer. In addition, the form will include an equal opportunities monitoring sheet.
- Job description
- Person specification

Recruitment packs in different languages and alternative formats may be available on request. The name, address and a contact telephone number will be kept of everyone who is sent an application pack.

Short-listing

All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

Any anomalies, discrepancies or gaps in employment identified will be noted and taken up as part of the consideration as to whether to short-list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment will be explored and verified.

Confirmation letters will then be sent to successful applicants inviting them to attend an interview. This letter will contain when, where and how long the interview will be, who will be on the interview panel and a map if necessary. It will also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a DBS Disclosure is appropriate the person will be required to complete an application for the disclosure straightaway.

Therefore candidates will be instructed to bring with them to interview, documentary evidence of their identity that will satisfy DBS requirements such as:

- A current driving licence or passport including a photograph
- A full birth certificate
- A utility bill or financial statement showing the candidates current name and address
- Where appropriate any change of name documentation.

It will also request that the candidate notify us if any specific arrangements will be required for the interview.

References will always be obtained directly from the referee using our standard reference request form and will be scrutinised before any appointment is confirmed and before s/he starts work.

Interviews

The interview panel will consist of at least 2 members of staff, one of whom will be the manager who has the authority to make decisions regarding appointment. Staff members likely to be involved in the recruitment process will undertake safer recruitment training online using the DfE's e-portal.

Prior to interview the panel will meet to:

- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree the assessment criteria in accordance with the person specification
- Agree a set of competence based questions and a scoring system which will be the same for each candidate

During interview and in addition to assessing and evaluating the applicant's suitability for the post, the interview panel will also explore:

- The candidate's attitude toward children and young people
- His/her ability to support our agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history
- Any concerns or discrepancies arising from the information provided by the candidate and/or a referee

The panel will also ask each candidate if they wish to declare anything in light of the requirement for an enhanced DBS check and whether there is anything that they wish to discuss in light of the questions that have been or will be put to his/her referees.

Post Interview

Having interviewed all of the candidates, the interview panel will compare the notes and scores of each applicant and reach a consensus regarding who should be offered the post. The successful candidate will then be contacted as soon as possible and a conditional offer of appointment made. If the offer is accepted by him/her it will be conditional upon:

- The receipt of at least two satisfactory references (if not already received)
- Verification of the candidate's identity
- A satisfactory enhanced disclosure from the DBS – guidance will be sought if a disclosure reveals information that a candidate has not disclosed in the course of the selection process
- Completion of a health declaration form
- Verification of qualifications (if not verified during the interview)
- Satisfactory completion of the probationary period

All checks will be obtained before the candidate begins work, confirmed in writing, recorded on the setting's single central record and retained on the personnel file. Where the checks are unsatisfactory or there are discrepancies in the information provided these will be followed up.

If the candidate is found to:

- Be on List 99 or the PoCA List, or the DBS disclosure shows that s/he has been disqualified from working with children by a court;
- Have provided false information in, or in support of his/her application; or
- There are serious concerns regarding the applicant's suitability to work with children,

the facts will be reported to the police, Ofsted. The Disclosure and Barring Service and the Safeguarding LADO at the Local Authority.

In the case that the preferred candidate does not accept the conditional offer of employment the interview panel will offer the post to the next suitable applicant as recorded on the scoring sheets. If no other candidate meets the requirements of the job description and person specification, we will begin the recruitment process again. Each unsuccessful candidate will receive a phone call explaining their right to challenge the decision and will be given feedback.

Unsuccessful applicants' documents will be retained for 6 months in the event that a case is brought against the nursery under the terms of current Equality Act legislation.

Induction of new employees

We have an intensive induction programme for all newly appointed staff and volunteers regardless of their previous experience.

Through our induction programme we will:

- Provide an Employment Induction relating to pay, holiday entitlement, health and safety, etc.
- Provide training and information regarding our policies and procedures
- Support individuals in a way which is appropriate for the role for which they have been employed
- Confirm the conduct expected of staff
- Provide opportunities through weekly meetings for new members of staff to discuss any issues about their roles or responsibilities
- Recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.
- Arrange for the new employee to attend child protection training
- Inform of the policies and procedures relating to safeguarding and promoting the welfare of children including the Local Children's Safeguarding Board procedures, how and with whom any concerns should be raised and the safe practice and standards of behaviour expected.
- Provide relevant personnel procedures such as disciplinary and grievances, whistle blowing and capability

This policy was first adopted: May 2017

Date for review: May 2018

This policy was reviewed:

Date of next review:

Signed:

Date:

Recruitment and selection checklist

PRE-INTERVIEW		Initials	Date
Planning	Timetable for recruitment decided		
	Job description and person specification reviewed and updated as necessary		
	Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised	Advertisement includes the need for successful applicant to undergo a DBS check and that the post is exempt from the Rehabilitation of Offenders Act 1974		
Applications	Database kept of enquiries and recruitment packs sent		
	On receipt – scrutinised and any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting		
Shortlisting	Shortlist prepared using pro-forma		
Invitation to interview	Includes all relevant information and instructions		
Interview arrangements	Interview panel have met and agreed issues and questions/assessment criteria		
Interview	Explores applicants' suitability for work with children as well as for the post. Scored according to assessment criteria		
	Identity and qualifications of applicants verified at interview by scrutiny of appropriate original documents, copied and placed on file		
	Where appropriate, applicant completed application for enhanced disclosure from DBS		
PRE-APPOINTMENT – CONDITIONAL OFFER OF EMPLOYMENT CHECKS		Initials	Date
Offer of appointment made conditional on satisfactory completion of the following:			
	References		
	Identity		
	Qualifications		
	Permission to work in the UK		
	DBS enhanced disclosure		
	List 99		
	Health declaration		
	Probationary period		