



RECRUITMENT POLICY

Long Bennington Pre-School

Registered Charity: 1157300

Safeguarding and Welfare Requirement: Suitable people

3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children, are suitable.

Policy Statement

Long Bennington Pre-School recognises the need to meet the requirements of the EYFS for child care in relation to safe recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to reflect the job role accurately and to meet current legislation. All advertising and recruitment processes will be in accordance with our *'Valuing diversity and promoting inclusion and equality policy'*.

Advertisements will state that the position, where relevant, is subject to DBS Enhanced disclosure and that the position is exempt from the Rehabilitation of Offenders Act 1974. This includes any convictions considered 'spent' under the Act.

Where relevant, and in accordance with Equal Opportunities, a Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants.

In line with the EYFS statutory requirements, applications will only be sought from persons over the age of 17 years.

Wherever possible, references will be sought and checked that they demonstrate the applicant's suitability for the position before they are invited to interview.

The interview process will ensure fair selection of the most appropriate applicant.

Each new member of staff will have a job description and contract of employment.

Recruitment Procedure

This consists of:

1. Creating a job description and person specification for the role
2. Advertising the position & receiving applications
3. Drawing up a shortlist of candidates for an interview following a 'skills matrix' format
4. Interviewing candidates
5. Providing a conditional offer of employment and vetting candidates to ensure suitability
6. Finalising the offer

7. Informing unsuccessful candidates

1. **Creating a job description and person specification for the role**

The job description and person specification outline the nature of the role. The advert should contain:

- an overview of the position based on the job description and person specification
- The hours and rate of pay
- Name and location of the setting
- Details on how to apply
- A statement to highlight the pre-school's commitment to safeguarding and promoting the welfare of children
- Closing date for applicants

NB in the advert, avoid any language which has associations to age.

2. **Advertising the position & receiving applications**

In order to offer equal opportunities for all, vacancies should be advertised in places where member of the local community can see them in order to make it clear that applicants are welcome from all sections.

Where relevant, a job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A full job description and person specification will also be sent, which will outline the responsibilities of the role.

Potential candidates will have the opportunity to visit the Pre-school during the recruitment process.

3. **Drawing up a shortlist of candidates for interview**

The person specification can be used to produce a matrix including key criteria (skills, qualifications and experience) required for the role. This can assist with making a shortlist of potential candidates.

4. **Interviewing candidates**

Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications. The interview will explore a candidates suitability for the post. Questions should require the candidate to give information on how they meet the knowledge, skills and qualifications required in the person specification and job description.

Other appropriate selection methods can be used, for example asking candidates to spend some time in the Pre-School to observe their practice.

Interview questions should be agreed by the interview panel beforehand.

5. Providing a conditional offer of employment and vetting candidates to ensure suitability

Any offer of employment will be conditional until suitability of the candidate has been established based on:

- full employment history
- interview performance
- identity checks
- DBS checks: The successful applicant will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, they will NOT be left unsupervised with children within the Pre-school and a written risk assessment will be completed. Continued employment is subject to a satisfactory Enhanced DBS disclosure.
- references: a minimum of 2, one of which is from the applicants current or last employer
- qualification certificates
- right to work in the UK – documentation such as a passport or a P45

All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of pre-employment health screening.

6. Finalising the offer

The job offer should be put in writing, with a copy of their written contract of employment, stating the terms and conditions of the post. Candidates should be asked to sign, date and return the letter to accept the offer. If there is a probationary period, this should be specified in the letter and contract.

A written statement of employment particulars will be issued within 2 months of taking up the post

A full induction will be completed within the first week of employment, which will be documented, programme to ensure they are given an understanding of how the pre-school operates, its structure as well as their role and responsibilities.

A performance review will take place with the new employee at regular intervals during the specified probationary period, where applicable, to ensure they are settling into the team and meeting the requirements of the post.

An appraisal and review system is in place to support performance management.

7. Informing unsuccessful candidates

All unsuccessful candidates will be contacted to inform them that they have not been offered the role but thanking them for their interest in working at the Pre-School.

On

20th December 2018

Date to be reviewed

December 2019

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director, owner)