



## **Recruitment policy**

Effective from 1 September 2017. Review date September 2018

Written by Louise Kirby

### **Recruitment Procedure Guidance and Checklist**

All organisations and individuals who work with children and young people, or are involved in providing services for them have a duty to safeguard and promote their welfare. This is clearly stated in the publication Working Together to Safeguard Children, 2010. This will also be underpinned by inspection requirements imposed by regulators such as Ofsted, as a condition of grant funding, or as part of a contract with an organisation to which they provide services. Whatever the background, making sure that we do everything we can to prevent appointing people who may pose a risk to children is an essential part of safeguarding children. We will not knowingly appoint a person who has been disqualified to work with children.

The Kindergarten at St Joseph's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Recruitment**

We have engaged the services of NATWEST Mentor to support us on matters throughout the employment process.

When a vacancy arises at The Kindergarten at St Joseph's, we will:

- Follow the Surrey Early Years guide to the safer recruitment of staff
- Follow the Statutory framework for the Early Years Foundation Stage

Any member of staff working with children at the Kindergarten at St Joseph's will be required to have or working towards a Level 3 or above Early Years qualification and in some instances be required to have at least two years' experience of working with children aged 2 - 5 years. They will be expected to have a current Early Years paediatric first aid qualification and will have to attend a Safeguarding Children course within six months of commencement of employment and keep it updated. Any manager will have to attend the two-day Multi Agency Course.

A new member of staff will be expected to apply for and pay for their Disclosure and Barring Service check. The fee may be refunded on the satisfactory completion of their probationary period. They will be encouraged to subscribe to the update service. The annual fee will not be refunded.

We are an equal opportunities employer and actively promote a diverse workforce that values people for their differences. Throughout our recruitment process we will encourage applications from those with disabilities. We will carry out an annual review

to ensure we have made reasonable adjustments to our printed information /building access/working environment.

Prior to advertising any vacancy we will assess whether the job role requires restructuring. This may include:

- Updating Job Description
- Updating Job Specification
- Updating Employment Contract
- Update interview questions

We will also agree:

- date, time and place for interviews
- who will be on the short listing panel
- who will chair the interview, who will be taking notes
- the assessment and marking system to be used

We will advertise in a wide area, through personal networks and local media, and add the post to our website so that the vacancy will be accessible to everyone. The advert will contain contact details for a named person who can be approached for an informal discussion, address, telephone and email so people can contact us in the way that suits them best. A safeguarding statement will be included in the advert informing applicants that an Enhanced DBS and reference checks will be carried out on successful candidates and volunteers

We will send out Application Packs to anyone who enquires about the vacancy. The pack will include:

- Covering letter, including date of interviews
- An Application Form & DBS Process
- Job Description
- Job Specification
- Setting Information
- Setting Code of Conduct and Safeguarding Policy

Application forms in different languages and alternative formats may be accessible on request. CV's will not be accepted in alternative languages.

Enquirers will be invited into The Kindergarten at St Joseph's for an informal chat and to see how it operates prior to application.

### **The Interview**

The short-listing panel will then make a list of suitable candidates. Confirmation letters will then be sent to successful applicants inviting them to attend an interview. The letter will contain when and where and the interview will be, who will be on the interview panel and any a request for the candidate to carry out a short activity appropriate for the age and sage of development of the children. We will advise the candidates that

they need to provide proof of eligibility to work eg a European passport and certificates of qualifications.

Where possible references will be applied for prior to interview.

The interview panel will consist of a minimum of two staff members. A detailed record of the interview will be kept. Candidates will be told at interview when they can expect a decision. After selection, candidates will be informed as quickly as possible, firstly by telephone and then a follow up letter confirming their appointment. Letters will state that appointment is subject to satisfactory references, and DBS checks.

## **The Offer**

For unsuccessful candidates, interview notes will be kept for a year. Due to Data Protection, unsuccessful candidates will be asked if they would like their application form, certificates and other relevant documents returned, if not, these documents will be destroyed. All unsuccessful candidates will be offered feedback on their interviews.

The successful candidate will be asked to supply the contact details of two people who can be approached for written references, their full employment history, qualifications (original certificates) and identity checks. All new employees will undergo Enhanced DBS checks and will not have unsupervised access to the children until this is received.

The Kindergarten at St Joseph's uses Capita as the agency for disclosure applications. Details of the date of issue and disclosure number will be kept on record. If any issues arise from a DBS disclosure, the employee will follow guidance on the DBS website <https://www.gov.uk/disclosure-barring-service-check/overview> or can call the DBS referrals helpline 01325 953795.

All employees are encouraged to apply to the DBS update service.

Each employee will be asked to complete a Health Questionnaire.

## **The Contract**

A contract of employment outlining main particulars of employment will be sent to the new employee once an offer of employment has been accepted. A written statement setting out further detail of the main terms and conditions of their employment will be sent to the new employee within two months of employment. The written statement will include:

- Managers name
- Employer's name
- The date when employment (and the period of continuous employment) began
- Pay and the intervals at which you will be paid
- Hours of work
- Holiday entitlement
- Entitlement to sick leave, including any entitlement to sick pay
- Pensions and pension schemes

- Employer's entitlement to notice of termination
  - Job title or a brief job description
  - Where it is not permanent, the period for which your employment is expected to continue or, if it is for a fixed term, the date when it will end
  - A note giving certain details of disciplinary and grievance procedures, and stating whether or not a pensions contracting-out certificate is in force for your employment
- Employees will be expected to declare all convictions and /or cautions; as well as court orders which may disqualify them from working with children as it may affect their suitability to do so. The contract will specify that employees will notify The Kindergarten at St Joseph's if they are disqualified from working with children whilst employed by us.

The Employee handbook supplied by NATWEST Mentor is available in the office and mention to it will be made in the contract.

All new staff members/students/volunteers will follow our Staff Induction Plan to raise awareness of operational issues, policies and procedures. A mentor/buddy may be assigned to each new staff member/ student/volunteer to assist with this process.

Staff are invited to attend a termly Supervision meeting with Louise where mentoring and coaching will be provided and an annual appraisal where performance for the year can be celebrated.

It is expected that a member of staff will give a full half term's notice in writing should they wish to terminate their employment.

Our Recruitment policy will be:

- reviewed on an annual basis
- updated in accordance to legislation and guidance
- be accessible and available at all times

## **Legislation and References**

The Children Act 2006

Equalities Act 2010

Early Years Foundation Stage 2014

Working Together to Safeguard Children 2013

ACAS