

Recruitment & Selection Policy

Bright Beginnings implements this Recruitment Policy and Procedure with the aim adults employed within the Centre are qualified and deemed suitable to do so. This process ensures equality throughout and supports us in delivering a 'Safer Recruitment' program.

Recruitment Procedure

Decision made to commence recruitment procedure as identified need to address team gaps

The members of recruitment / interview panel decided, these representatives will also form the interviewing panel

Posts are identified

Job descriptions / person specification documents are checked against the requisites of the role / post available

Develop time plan, to include key dates, advertising dates, closing date for applications, short listing panel date, deadline dates for interview letters to be distributed, and dates for interviews

Adverts are developed and agreed by the panel

The process then follows in the following order

- Advertising
- Applications distributed and returned
- Short listing
- Letters sent out for interviews
- References requested from referee details provided by applicants
- Panel agrees questions and format of task - agree monitoring sheet for practical assessment
- Schedule program developed for interview process
- Interviews and assessments take place
- Notification of successful and unsuccessful candidates - feedback provided for all candidates if required
- Start date agreed

Advertising

- We use reputable newspapers, websites and the local job centre to advertise for any

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vacancies.

- All recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures, applicants are made aware that an enhanced DBS check will be carried out. Applicants are asked to provide details for at least two independent references.
- Recruitment Packs include – Setting Information Sheet, Application Form, Job Description, Person Specification, copy of the Safe Guarding Policy and a copy of the Equal Opportunities Monitoring Form

Interview stage

- All suitable candidates are shortlisted against a pre-set specification, this is linked to the relevant job person specification.
- All applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates will receive a request to provide identification at the point of the interview.
- At least one member of the Centre Management Team will sit on the interview panel being involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photo card driving licence. 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 Centre. The questions will be value based and will ensure the candidate has the same values as the Centre with regards to the safety and welfare of the children in their care
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- Each shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the Centre interacting

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- with the children, staff and where appropriate parents
- The most suitable candidate for the position will be offered the post based on these
- scores and their knowledge and understanding of the early years framework as well as
- the needs of the Centre
- Each candidate will receive communication from the Centre stating whether they have been successful or not.

Prior to commencing work

- All candidates will be required to prove they are eligible to work in the UK
- Checks will be carried out on all relevant qualifications.

Starting work

The successful candidate will be offered the position 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. These will form part of their personnel file.

- All new starters will be subject to an enhanced DBS check. This information will be checked and monitored prior to commencing work in the Centre.
- All qualifications will be checked and copies taken for their personnel files
- All new members of staff will undergo an induction period during which time they will read and discuss the Centre policies and procedures and be assigned a mentor/buddy who will introduce them to the way in which the Centre operates
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children policy and procedure
- The new member of staff will have regular probation meetings with their supervisor during their induction period to discuss their progress.
- Should a new member of staff fail to meet the requirements and targets set during their probationary period of six months, they may have their offer of a post withdrawn.

Ongoing support and checks

All members of staff will complete a personal details document on an annual basis to ensure up to information is recorded.

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All staff are responsible for notifying the Operations Manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the Centre. Staff could face disciplinary action should they fail to notify the manager in a reasonable timescale

Each member of staff will take part in at least two meetings a year with their line manager/supervisor, taking part in the Centre appraisal scheme "Going Forward" and taking part in bimonthly 1 to 1 reviews. This will provide an opportunity for the line manager/supervisor and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months

The management team and area supervisors will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.

Legal requirements

The Centre abides by all legal requirements relating to safe recruitment from the *Early Years Foundation Stage/*National Minimum Standards

The Centre 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 Centre or is still under investigation. Please refer to the Safeguarding policy for further information.

Staff members must declare at once of any changes in their personal ability and legal entitlement to care for children.

Staff members must declare to the management team of any changes in their family members' legal entitlement to be enforced against the safeguarding of children.

This Policy was adopted on	17 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	17 th July 2018