

Recruitment and Induction Policy



Introduction

Grass Roots Private Day Nursery is committed to providing the best possible care and learning to all children and safeguarding and promoting the welfare of children and young people. Grass Roots Day Nursery is also committed to providing a happy and supportive work environment to all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who will share this commitment.

The aims of Grass Roots Day Nursery recruitment policy are:

- To ensure that the best possible staff are recruited on the basis of their qualifications, experience, abilities and suitability for the position
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure that the nursery meets its commitments to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

All members of the selection panel will be committed to the inclusive practice set out in this policy and will have received appropriate training in this regard. Application forms will not include questions that potentially discriminate against the grounds specified in the statement of intent. At the interview, no questions will be posed which potentially discriminate against the grounds specified in the statement of intent. All candidates will be asked the same questions, and members of the selection group will not introduce nor use any personal knowledge of candidates acquired outside the selection process. Candidates will be given the opportunity to receive feedback on the reasons why they were not successful.

Recruitment and selection procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application form has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for.

The applicant may then be invited to a **formal interview** at which their relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the completion of the following:

- The receipt of two references (one which must be from the applicants most recent employer) which the nursery considers to be satisfactory
- The receipt of an enhanced disclosure and barring certificate
- Verification of the applicants medical fitness
- Checking of the professional registers (where necessary)

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the Nursery's responsibility to be satisfied that employees of the nursery have the appropriate level of physical and mental fitness before an appointment is confirmed.

The nursery is aware of its duties under the Disability Discrimination Act 1995. No job offer will be withdrawn without first consulting with the applicant considering medical evidence, reasonable adjustments and suitable alternative employment.

Verification of identity and address

All applicants who are invited to interview will be required to bring the following:

- Photographic identification - either current driving licence, passport or full birth certificate
- A utility bill or statement, showing name and address within 3 months
- Documentation showing their national insurance number (NI card, P45 or P60)
- Documents confirming any educational or professional qualifications referred to in their application form (where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.)
- Eligibility to work in the UK (British passport, UK birth or adoption certificate, Irish birth or adoption certificate, certificate of registration or naturalisation as a British citizen, a share code, your immigration documents)
- Their criminal history (disclosing anything that will show up on a DBS)

The nursery asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the nursery may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The nursery does not discriminate against applicants on the grounds of age.

Verification of qualifications

The candidate must bring all relevant certificates (preferably the originals) to the interview.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the nursery manager/directors. One of the references must be from the applicants current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and the personal specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicants dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record

- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of the children or young people or behaviour towards children or young people

The nursery will only accept references obtained directly from the referee and it will not rely on references provided by the applicant.

The nursery manager will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Disclosure and barring checks

For all positions, the nursery requests an enhanced disclosure and barring check. An enhanced disclosure will contain details of all convictions on record (including those which are defined as “spent” under the Rehabilitation Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

An enhanced disclosure and barring check will also reveal whether an applicant is barred from working with children, young people or vulnerable adults or those considered unsuitable to work with children, young people or vulnerable adults. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Once the member of staff has received their DBS certificate, they will be advised to sign up to the update service which is £13 annually for the manager/s to regularly monitor any changes to the DBS that may not have been disclosed by the person in question, this is to ensure that all staff are fit and safe to work with children at all times. All staff members will be asked to complete the DBS update form after 30 days of their DBS being received.

The company will meet the cost of obtaining the first DBS check. If the staff member does not subscribe to the DBS update service it will be their responsibility to pay for ongoing DBS checks. It will be essential for them to cooperate fully with the application process to obtain further DBS checks as and when required. Staff members' ongoing employment in their current role will be subject to the check being completed in a timely manner and the content of the DBS check being satisfactory to the company.

Induction Procedure

During Grass Roots Day Nursery induction procedure new employees, students or volunteers will be given:

- Written guidelines on appropriate behaviour in the nursery
- A copy of, or access to, all nursery policies and procedures
- A copy of, or access to, their job description and personal specification
- A discussion of child protection and first aid policies
- A discussion of fire and safety procedures
- Run through of risk assessments
- Probation period of 12 weeks, with meetings at the end of week 1, 3, 6, and 12 to discuss their work performance and next steps for the following weeks.

A new employee will be allocated a mentor to help them to settle in. They will be on a three month trial period, following this if their employment is continued they will be booked on to any relevant training courses, including paediatric first aid, safeguarding or food and hygiene, within the three month time scale.

After the probationary period, the new employee will have supervisions and appraisals in line with the rest of the staff team, three supervisions and one appraisal per year, to review their work performance and discuss any training needs. This will be in private and confidential on a one to one basis with the management team.

Retention of records

If an applicant is appointed, the nursery will retain any relevant information provided on their application form, together with any attachments, on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Queries

If an applicant has any queries on how to complete the application form, or any other matter, they should contact the nursery manager.

This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.