

# Staff Recruitment Procedure

(A copy of this and all other policies and procedures are available in large print on request)

**To ensure Equal Opportunities the following procedure must be followed when recruiting and employing new staff.**

All correspondence relating to employing staff including advertising, application forms and packs, will include the following statement:

Next Steps Nursery is committed to safeguarding  
and promoting the welfare of children and young people  
and expects all Adults to share this commitment.”

## Advertising of vacancies

All positions will be advertised, in the local job centre, funding permitting through the local press. A closing date and time for applications to be returned will be entered.

All vacancies will be advertised for not less than 7 days

## Application packs:

All applications must be returned by the nominated closing date and time. No application will be considered after this deadline.

If applicants are to phone for a pack, then each applicant should be given the same information i.e. where the setting is located, full or part time vacancy, number of hours. They should be told that all other information will be forwarded with the application pack.

All application packs should contain:

- Application Form (Including closing date, time and return address)
- Job description
- Job specification

## Short listing

All applications received before or on the closing date and time, must be short listed by all 3 interviewing panel members. (Any applications received after this date and time will not be considered unless no other applicants have applied)

Each candidate will be marked on his or her own merit in line with the pre-ordained scorecard. If there is only one applicant then the whole procedure must still be followed.

## Interviews:

The panel will consist of at least 3 members. (At least one should be a parent)

Each candidate:

- Should be asked the same questions from the pre-ordained card.
- Will be allowed at least 30 minutes of interview time.
- Must provide evidence of qualifications and training as stated on their application form.
- Must be notified of contracted hours, salary, rota and induction period.
- Must be informed that offer of employment will also depend on the setting receiving satisfactory DC2 and C.R.B checks.

- Must be informed that they will be asked to attend a group interaction session before commencing employment.

Each panel member will take notes during the interview, and time should be allowed at the end of the interview to discuss and complete scorecards.

After all candidates have been interviewed, the panel will then decide on the person they feel most suitable to the position. If all 3 members of the panel can not decide, then the final decision will be 2 out of 3.

### **Offering a position:**

When formally writing to offer a position, it must be stressed that the offer will be withdrawn if satisfactory references and C.R.B checks are not obtained.

### **Confidentiality:**

All information contained on an applicants application form or presented their after, should be held in confidence.

### **Safe Recruitment and Employment. (Also see Safeguarding Children)**

It is essential that all workers are suitable to work with children, Therefore it is vital to ensure that all workers are carefully selected and vetted.

### **The following should be taken into consideration when taking on new recruits, volunteers and students:**

2 references – These should be taken up (were possible) before any position job/volunteer placement etc) is offered. References should be checked both orally and in writing.  
Provide proof of qualifications. (Ask to see certificates etc)  
Confirm proof of identification and residency.

### **Criminal Record Bureau Checks/Vetting Procedure.**

**ALL** staff/ volunteers **MUST** be C.R.B. checked (They will have to give their consent.) They must be supervised with the children at all times until relevant clearance has been obtained.  
Students on placement within the setting need not be C.R.B. checked but must be supervised at all times and not have access to the children's records or any other confidential material.

### **We are aware that as from October 2009 all existing and new staff, volunteers and students must be registered with the Independent Safeguarding Authority**

### **Inductions:**

Induction training should include policies and procedures, particularly those concerned with creating a safe environment for all, e.g. Safeguarding , Health and Safety, First Aid, Equal Opportunities, Fire, and Complaints.

### **Supervision:**

Ensure that arrangements are made for regular supervision (or review) of staff /volunteers.  
Supervisor sessions will be regular and planned,  
Each person will have a named contact to discuss things with.  
There will be a suitable location for a quiet confidential chat.  
Supervision sessions should cover current work issues (including achievements and any barriers to success) and also plan for the future.

### **Training and Development:**

All staff will be supported in accessing any training of their choice, but **MUST** receive training in:

- First Aid.
- Safeguarding Children
- Basic Food Hygiene.
- Health and Safety.
- NVQ`S

### **Important Information:**

- If relevant references or C.R.B. clearance is not obtained employment will be immediately terminated.
- If an allegation is made against a Staff member, Volunteer or Student they will be suspended until relevant investigations have been made. The person should be supported through out the process by a senior member of staff who should remain indifferent and none judgemental.
- All staff, volunteers, students and parents/carers must have this policy clearly explained to them and sign to say they understand and agree to its contents. (Signatures will be held on own or child's registration form)

Dated: 29/10/2009

Review Date: 01/11/2010