

**All Saints Preschool**

**Recruitment Policy**

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, 2018. 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.

All Saints Preschool is committed to safeguarding and promoting the

welfare of children and young people and expects all staff and

volunteers to share this commitment

When a vacancy arises at All Saints Preschool we will:

o Follow the Surrey Early Years guide to the recruitment of staff

o Follow the Statutory Framework for the Early Years Foundation Stage

Any member of staff working with children at All Saints Preschool will be required to complete a 12 hour paediatric first aid course. All are required to complete Safeguarding training and to update this as per statutory guidance. The DSL and Deputy DSL must complete Modules 1 and 2 and New to Role training. They will then be required to complete DSL refresher training annually.

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:

o Updating Job Description

o Updating Job Specification

o Updating Employment Contract

o Update interview questions

We will also agree:

o date, time and place for interviews

o who will be on the short-listing panel

o who will chair the interview, who will be taking notes

o the assessment and marking system to be used

We will advertise in a wide area, through personal networks and the Surrey Early Years Vacancy Bulletin and 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:

o Covering letter, including date of interviews

o An Application Form

o Job Description

o Job Specification

o Setting Information

Applications forms in different languages and alternative formats will be accessible. CVs will not be accepted.

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, where and how long the interview will be, who will be on the interview panel and any other methods of assessment. We will provide a map if necessary. We will advise the candidates what documents to bring and if they require any specific arrangements for interview.

The interview panel will consist of the chair and the manager/ deputy at a minimum. The interview consists of two parts, a formal interview with the panel and an informal interview within the Playgroup setting, where the interviewees will be observed interacting with the children by at least 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.

For successful and 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 two 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.

All Saints Preschool will keep details of the DBS date of issue and disclosure number. If any issues arise from a DBS disclosure, the employee will follow guidance on the DBS website www.dbs.gov.uk

Each employee will be asked to complete a Health Questionnaire.

A contract of employment outlining main particulars of employment will be sent to the new employee once an offer of employment has been accepted. The contract will include:

• Manager’s name

• Employer's name and address

• 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

• Either the place of work or, if you're required or allowed to work in more than one location, an indication of this and of your employer's address

• 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 if it affects their suitability to do so. The contract will specify that employees will notify All Saints Preschool if they are disqualified from working with children whilst employed by us and an annual declaration is to be signed every September by all staff.

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

Our Recruitment policy will be:

o reviewed on an annual basis

o updated in accordance to legislation and guidance

o be accessible and available at all times

The next date for Recruitment Policy review is September 2022

Signed ……………………………………………………………..

Job Role …………………………………………………………..

Date ……………………………………………………………….

**Recruitment Checklist**

|  |  |  |
| --- | --- | --- |
| Activity/step | Who’s responsible | Action completed |
| **Pre interview Planning** * Identify vacancy
* Job description /person specification prepared with Safeguarding elements incorporated
* Position on CRB checks/references and how and when these will be requested is clear
* Interview panel agreed
* Assessment methods and timetable agreed
 | ChairManagerCommittee |  |
| **Advertising** * Makes clear reference to Safeguarding children
* Recruitment pack contains full details of role description, referencing process and CRB checks sent out to all applicants
 | Chair |  |
| **Applications and shortlisting** * Job description and person specification used as shortlisting criteria. Notes made and held to support decisions.
* Any discrepancies, anomalies or gaps in employment are to be explored and accounted for at interview and within references
* Shortlisting applicants informed about documentation required at interview
 | ChairVice-chair |  |
| **References** * Candidate permission must be obtained to request references from current employer/s
* On receipt, references should be checked for discrepancies and explored at interview as necessary
* Questions left blank should be followed with referee verbally
 | ChairVice-chair |  |
| **Interview selection and assessment** * At least two committee interviewers on panel
* Interviewee must be observed interacting with the children by two staff members
* Suitability to work with children must be measured alongside other criteria
* Check and copy documentation and identity details as appropriate
 | ChairVice-ChairManagerStaff |  |
| **Decision making** * Data from interview/assessment and references are used to determine whether suitability has been met and from this determine the best candidate for the job.
 | ChairVice-chairManager |  |
| **Conditional job offer (may be the verbal offer)** * Must be made subject to satisfactory completion of pre-employment checks and any outstanding references.
* Job offer subject to probationary period of 12 weeks.
 | Chair Vice-Chair |  |
| **Pre- employment checks** * Minimum of two references, one of which must be from existing or most recent employer. Recommend that where possible references cover last 5 years work history.
* Enhanced CRB satisfactory disclosure number received before start date
* Identity and qualifications confirmed
* Health screening questions for manual handling and heavy lifting
 | ChairVice-chair |  |
| **Confirmation of offer and start** * Induction arrangements in place, including:
* Job description
* Statement of contract terms
* New entrant made aware of safeguarding standards and code of conduct
* Receives Safeguarding Children training and updates
* Induction/probationary periods managed where appropriate
 | ManagerChair |  |