

## Thorpe Willoughby Childcare Centre



### Recruitment / Induction Policy

Thorpe Willoughby Childcare Centre is committed to providing the best possible care and learning to all children, and to promote the safeguarding and the welfare of children and young people.

Thorpe Willoughby Childcare Centre is also committed to providing a happy and supportive working environment to all its members of staff.

The setting 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 Thorpe Willoughby Childcare Centre recruitment policy are as follows:

- 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 compliance with all relevant recommendations and guidance
- To ensure that the setting meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks Recruitment & 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 forms has not passed.

A Curriculum Vita 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 attend a formal interview at which his/her 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 following:

- The receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the setting considers to be satisfactory;

All of the above details are recorded on our "Recruitment Tracking Record".

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit.

It is the Settings responsibility to be satisfied that employees of the setting have the appropriate level of physical and mental fitness before an appointment is confirmed.

The setting 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, considering reasonable adjustments and suitable alternative employment.

### **Verification of identity and address**

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

- Passport; and
- Birth Certificate
- Driving Licence
- A letter from bank, building society or utility bill which shows applicant's address
- National Insurance Number

The setting asks for the date of birth of all applicants (and proof of this).

Proof of date of birth is necessary so that the setting may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants.

The setting does not discriminate against applicants on the grounds of age.

### **Verification of qualifications**

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

If certificates are not provided, the setting management team will contact the awarding body for verification.

### **Checking professional registers**

The settings management team will check an applicant's current or past registration with OFSTED or any other relevant regulatory body.

OFSTED is able to provide employers seeking information about applicants on:

- Information about the qualifications held by the applicant
- Whether the applicant's registration is subject to any conditions
- Whether the applicant is currently the subject of investigation by OFSTED or in the midst of conduct procedures.

All applicants who are registered with the DBS will be asked to bring their certificate of registration 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 setting.

One of the references must be from the applicant's current or most recent employer.

If the current/most recent employment 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 person 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 applicant's dates of employment, job title/duties, reason for leaving, performance, 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 children or young people or behaviour towards children or young people

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

The setting 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.

Criminal records check (disclosure and Barring Service –DBS)

The setting requires all staff to have a DBS

This will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

It will also reveal whether an applicant is barred from working with children or vulnerable adults or those considered unsuitable to work with children or vulnerable adults.

A DBS 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.

### **Induction Process**

An induction procedure is followed whereby

- The new member of staff will receive an Induction Booklet to complete over the first 6 weeks.

The booklet contains a variety of policies, policy questions, sample forms to be completed, nappy supervision form (to be completed by management) etc.

The booklet is checked through by management following completion and then discussed with the staff member. #

- A copy of job description.
- A copy of the setting aims
- A copy of OFSTED codes of practice
- A discussion on Child Protection / First Aid
- A discussion on fire / safety procedures.
- Go through risk assessments
- An end of week review after the 1st / 2nd week of employment and then a review after their 1st month, followed by 6 monthly reviews to discuss their work performance and next steps.

The new member of staff is supervised and supported by Management / Room Leader in their room to role model, give guidance and to help enforce appropriate behaviour.

The new staff member will be on a three month's trial after this period if they are employed on a permanent basis then they will be put on courses such as first aid, child protection and food hygiene this would be within a six month time scale.

For the first year of employment the new staff member will have a review every six months on their work performance, which will indicate any training needs required, this will be private and confidential on a one-to-one basis with the settings management team.

Retention of records If an applicant is appointed, the setting 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 Management team.

<b>LAST UPDATED / REVIEWED ON:</b>	<b>SIGNATURE</b>
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