



Recruitment and Selection Policy

Statement

this policy is to ensure the following:

- The efficient and effective recruitment of staff
- Legislation in regard to recruitment is adhered to
- Applicants are treated fairly, consistently and courteously
- Recruitment and selection decisions are based on merit alone
- Appointment of suitability qualified and skilled employees
- Appointment of employees who will not endanger or put at risk young children.

Tiny Feet provides a staffing ratio in line with the Welfare Requirements of the Early Years Foundation Stage (EYFS). All staff are appropriately qualified and have the appropriate clearance to work with young children (DBS)

Equality

Tiny Feet will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience. No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, we will comply with the DBS code of practice, Vetting and Barring Scheme and Data Protection Act when receiving such information. We will consider all the circumstances before making a recruitment decision including our duties under relevant legislation. (Criminal Justice and Court Services Act 2000 and the Rehabilitation of Offenders Act 1974, The Education Act 2002 and the Race Relations Act 1976, amended 2003 and the Employment Equality Regulations 2003, Age Discrimination Act 2006 and the Section 76 of the Childcare Act 2006).

Job descriptions – Before advertising the position the current job description will be reviewed and amended as appropriate. If a job description is unavailable one will be drawn up.

A job description provides several functions:

- To assist potential applicants in deciding if they have the experience, qualifications and aptitude to fulfil the role.
- To enable recruiters to draw up an accurate employee specification. To set out post holder duties and responsibilities in a clear and unambiguous manner.

Employee specification

This identifies qualifications, skills and attributes required within the post.

Contracts

Brief explanation of contracts offered with the setting (consideration will be given as to whether or not the vacant position needs filling in its existing form and or the type of contract available. Factors that influence this decision will include external funding, budgetary constraints, requirements of the service and continuity. With all contracts (apart from casual) many employment rights are effective after one year's service. Currently there are four main types of contracts:

- Permanent – maybe full or part time or job share
- Temporary – limited to a period of time, temporary contract should be used where staff are required for a limited period of time and allow for flexibility and should be reviewed on a week to week basis
- Fixed term – limited to a period of time, fixed term contracts terminate on a specified date
- Casual – there is no obligation on either side provide or accept work. Casual employees may work regular hours but should have no expectation to work.

Notes – individuals who can demonstrate a pattern of work over a period of time, would deem to be permanent in employment law terms. Casual employees will be required to complete a self medical assessment form, DBS and National Insurance Number.

Managers will review any casual employment which is likely to exceed 12 weeks and consider the appropriateness of continuing the contract and issuing a temporary contract of employment.

Advertising

In the interests of Equal Opportunities the childcare provision will ensure that all job vacancies are advertised in a wide range of places to attract applicants from the whole community.

Wording the advert will communicate the organisations specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.

Advertisement

The advertisement will include post title, salary or grade, incentive and benefits, key duties and functions of the post, skills, knowledge, experience and qualifications needed to undertake the post. It will display whether the position is permanent or temporary, full or part time or job share, closing date, interview date, application form, contact point address or telephone number.

Notes – Advertising can be done externally or internally, this is usually dependent on the post being advertised.

Applications

Time line for sending out within two days of request, by hard copy or email. The covering letter detailing the same as in the job advertisement a description of job role, including experience and qualifications needed for the role. Notification of when candidates will be invited for interview.

Late applications (received after the closing date) will only be considered by prior arrangement with the recruiting manager or in exceptional circumstances at the time of recruitment.

Shortlisting

Panel – will consist of the Owner/Manager and Deputy Manager

At the shortlisting the panel will establish the applicants:

- Full employment history
- Medical suitability for the position

Shortlisting- made against a job description and person specification, criteria and notes to be taken for each application eg: qualifications, experience, up to date training.

Interviewing

Tiny Feet preschool will invite successful candidates to attend for an interview either by letter, email or telephone allowing 10 days notice.

The interview panel will be made up of the owner/manager and deputy manager

Interview procedure

The interview panel will greet each candidate on entering the interview room, giving the names of the interviewer, explaining the process and notes will be made to help the recruitment process.

Presentation undertaken by the candidate (if time is limited a person will warn the candidate when they have a specific time remaining)

The panel take it in turns to ask a selection of questions. Candidates will be asked to give examples of past experience that relate to the specific aspects of the job on offer.

Check applicants identity with appropriate documents (birth certificate, passport ensuring that any photograph and date of birth are consistent with the appearance of the applicant. Expiry dates to be checked, establish applicants identity if the name has changed eg marriage certificate, divorce papers, deed poll.

Candidates may ask key questions

At the end of the interview the panel should check that the candidate is still a firm applicant of the post and willing to accept the post if offered.

Candidate will be thanked for attending and advised of how the decision will be conveyed (checking contact details of candidate)

Interview panel will make a recommendation.

Successful candidate notification (**reminded that post is subject to references, medical declaration (if manager/supervisor) DBS checks.**

Candidates who are unsuccessful at interview stage will be informed at the earliest opportunity and offered feedback.

Unsuccessful candidates who wish to know why they have been rejected should be given a reason (link to interview panel question recording form)

Documentation relating to specific application. All the forms, applications, interview questions and other documentation forming part of the selection process for unsuccessful candidates will be retained for six months after which they will be destroyed.

References

References will be obtained via letter/phone call followed up by written confirmation.

When after the decision has been made, link to successful candidate point above.

Pre-employment Checks

These will be made on all successful candidates:

- References – how and when they will be obtained, two references required one by current employer. If candidate brings to the interview a copy will be made and if successful the referee will be contacted by phone to confirm the reference. After written reference received a telephone call will be made to referee thanking and confirming the reference.
- Independent Safeguarding Authority check, including Disclosure and Barring Service check (DBS)
- Medical form (manager/supervisor to sent to doctor/Ofsted) Self medical declaration for all other staff.

- Qualifications applicants will be required to produce the original certificate in order that a copy is made which should be retained on the individuals personnel file or staff file.
- The Asylum and Immigration Act 1996. Successful applicants will be required to produce a National Insurance Number from a P45 or other relevant documentation. Section 8 of the Asylum and Immigration Act 1996 makes it a criminal offence to employ a person aged 16 or over without the authorisation of the immigration authorities.
- Work Permit relates to any person who is subject to immigration control and comes with the intention of working in the UK must ultimately have a work permit. People admitted other than as permit holders have no claim to stay in the UK
- Notification to Ofsted – applicable if manager/supervisor changes

Induction to include

- Information about terms and conditions of employment and salary payment (probationary period length, supervision dates, information on salary, contract within 8 weeks of appointment, appraisals and training available. **Their ongoing responsibility to declare any offences/orders which may affect their suitability to care for children or have unsupervised access to children, therefore disqualifying them from working with children.**
- Tour of premises, where to store personal belongings, kitchen, toilets, location of first aid box, who are first aiders.
- Information about the childcare provision, documentation, policies and procedures. We will ask staff to sign against induction sheet as a record.
- Routines of the setting, hours of work and timetables for the day.
- Punctuality, level of performance and dress code of staff
- Areas of development and training needed
- Management structure (support structure for staff)

Reviewing the Policy

Recruitment, selection, employment procedures and practice will be kept under review.

Signed on behalf of Tiny Feet Preschool _____ date: _____

Name of signatory _____

Role of Signatory _____

Policy updated 04/08/2020