



Recruitment policy

Statement of intent

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 2010". This will also be underpinned by inspection requirements imposed by regulators such as Ofsted, or as a condition of grant funding. 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. Child's Play is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Method

When a vacancy arises at Child's Play we will:

- Follow the Surrey Early Years guide to the recruitment of staff (specific details can be found on their website);
- Follow the Statutory framework for the Early Years Foundation Stage.

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.

Prior to advertising any vacancy we will assess whether the job role requires restructuring. This may include:

- Updating Job Description
- Updating Job Specification
- Updating Employment Contract
- Updating interview questions

We will also agree:

- Date, time and place for interviews
- Who will be on the shortlisting panel
- Who will chair the interview, who will be taking notes
- 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 number 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:

- Covering letter, including date of interviews

include:

- Covering letter, including date of interviews
- An Application Form
- Job Description
- Job Specification
- Setting Information

Application forms in alternative formats will be made available if requested.

CVs will NOT be accepted.

Enquirers will be invited into Child's Play for an informal chat and to see how we are run.

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 a minimum of 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 enhanced 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 documentation for identity checks. All new employees will undergo enhanced DBS checks and will not have unsupervised access to the children until this is received. Child's Play will keep details of the enhanced DBS reference number, the date a disclosure was obtained and details of who obtained it. If any issues arise from an enhanced DBS check, the employee will follow guidance on the Home Office website <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>

A contract of employment containing the terms and conditions of employment will be sent to the new employee once an offer of employment has been accepted. This will include:

- Manager's name
- Employer's name
- The date when employment (and the period of continuous employment) began
- Pay and the intervals at which employee 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
- Where it is not permanent, the period for which employment is expected to continue or, if it is for a fixed term, the date when it will end
- Place of work

In addition, the new employee will be given a note giving details of disciplinary and grievance procedures, as well as a detailed job description.

Employees will be expected to declare all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at Child's Play). The contract will specify that employees will notify Child's Play if they are disqualified from working with children whilst employed by us.

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

Our Recruitment Policy will be:

- Reviewed on an annual basis

member/student/volunteer to assist with this process.

Our Recruitment Policy will be:

- Reviewed on an annual basis
- Updated in accordance with legislation and guidance
- Be accessible and available at all times

This policy was adopted at a meeting of Child's Play Pre-school

Held on (date) 03/09/13

Signed on behalf of the Proprietor _____

Role of signatory owners

This policy was reviewed on _____ (date)

continue as necessary _____ (date)