

## RECRUITMENT POLICY

At Clocktower Childcare, we are committed to ensuring that all staff, students and volunteers are suitable to work with or be in regular contact with children. We have systems in place to ensure that this includes making a decision about suitability as part of the recruitment process and monitoring continued suitability, as part of regular staff supervision. A well qualified, skilled staff team strongly increases our potential to deliver the best outcomes for children.

### VETTING AND STAFF SELECTION

- We offer equality of opportunity for potential applicants by using non-discriminatory procedures for staff recruitment and selection. The exemption to this is clearly stated on all advertisements of any position; “This post is subject to an Enhanced Disclosure application to the Disclosure and Barring Service and satisfactory references (sought during application process to avoid delay). The post is exempt from the Rehabilitation Offenders Act (1974) and subject to ongoing vetting procedures required in line with legislation”
- All positions have thorough job descriptions which set out the roles and responsibilities required. Key requirements are used on job adverts for applicants to judge their suitability to the post
- We welcome applications from all sections of the community, and advertise positions through a range of methods to reach a broad spectrum of potential candidates (mainly via indeed.com)
- Applications are only considered when a full application form is submitted within the stated deadline. CVs are not accepted as applications
- Applicants will be considered for interview according to their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation
- Their suitability for the post will be assessed via a pre-set standard format
- All applicants, whether successful or not, will be notified in writing of our decision
- Where possible, all Managers will have some input to the interview process, but a minimum of 2 must be present for the formal part
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child’s development and their understanding of the legal frameworks relevant to Early Years. The questions will be value based and will ensure the candidate has the same values as the setting with regards to the safety and welfare of the children in their care
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- Every candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the setting, interacting with the children, staff and where appropriate parents. They must prepare an activity to provide for the children
- Management will then select the most suitable person for the position based on these scores
- Every candidate, whether successful or not, will be notified in writing of our decision
- We obtain a minimum of two references from previous employers (or personal where a previous employer is not possible)
- We only employ staff that have sufficient understanding and use of the English language to ensure the well being of children in their care
- Applicants must confirm if they have a Right to Work in the UK, and if not, if they’re entitled to take up employment and/or have a work permit
- We investigate any gaps in employment history
- All new staff are subject to a six month probation period
- Students and volunteers approach us for placements on an ‘as and when’ basis, and will not follow exactly the same procedure for selection. We may deal with the person’s school or college where they are studying, to check suitability, as often the person is not of an age where such checks can be carried out

### INDUCTION

- We apply for Enhanced Disclosure and Barring Service checks for all staff and volunteers who will have access to children, and actively promote the DBS Update Service, in line with requirements e.g. aged 16+
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at Management discretion, with advice from the LADO, and taking into account the following:
  - seriousness of the offence or other information
  - accuracy of the person’s self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the Update Service for the DBS, we will ask their permission to check their status
- New staff are not left unsupervised or permitted to carry out toilet / changing duties, until the check is returned as clear, and all other staff are made aware of this
- Other tasks not permitted include administration of medication or first aid
- Whilst adhering to these restrictions for new staff awaiting a DBS clearance, we do also appreciate that it is vital that person is made to feel part of the team, so we support them fully in participating in all other aspects of the role
- We keep all records relating to employment of staff and volunteers, including the date obtained and certificate number of their DBS check, and details of who obtained it / checked their ID

- All inductions are thoroughly logged and stored with personnel records
- New staff must complete an 'Employee Details' sheet for their record, including their full name, address, contact numbers, Next of Kin details, allergies, GP details and more
- New staff must complete a 'Staff Suitability Declaration', to state that they have no criminal convictions, cautions, court orders, reprimands, warnings, or any other reasons that may affect their suitability to work with children, or have been disqualified from working with children; and that, to the best of their knowledge, no-one living in their household has been disqualified from working with children. It also includes details of any medical conditions that could affect their ability to work with children
- New staff receive a copy of our Staff Handbook and the Setting Policies Handbook, and must sign a receipt to confirm they understand the contents of both, which forms part of their legal contract
- We take photocopies of passports (and driving licences where relevant) to confirm their Right to Work in the UK, and identity
- A Health Declaration form is issued
- Absence notification, holiday request and training procedures are discussed
- The Emergency Evacuation procedure is clearly explained
- A training pack is issued, which includes a copy of the Statutory Framework for the EYFS, a bounded A4 copy of Development Matters, and several different guidance sheets with tips and advice for working in Early Years
- A copy of any relevant qualification certificate is taken
- A Safeguarding and Child Protection induction is carried out
- A Health and Safety induction is carried out
- A staff photograph is taken, and the purpose explained
- All formal procedures are discussed (new staff are encouraged to take notes), which include but are not limited to; our Be Aware of Me procedure, kitchen hygiene checks, food preparation, daily safety checks / risk assessments, fire safety, staff message diary, location of documents such as public liability insurance, Ofsted certificate, children's registration forms, policies, registers, accident and incident records, invoices, location of First Aid box, toilet cleaning and more
- New staff are informed that they will receive a 4 week training schedule, commencing with 1-2 days intensive 'shadow' training. A weekly review is carried out each week during this period, before transferring onto our usual supervision procedures after the 4 week period
- The new employee must sign off their induction record, as well as the Manager carrying it out
- Students and volunteers will not carry out such a rigorous induction process, but will receive information to give them a basic understanding of our policies and procedures, and their responsibilities. This will vary in accordance with their age, length of placement, purpose of placement etc.

#### **CHANGES TO STAFF**

- We inform OFSTED of any changes in the person(s) responsible for our setting
- We try to minimise changes to the staff team, by striving to retain good practitioners, but in the case of changes, we focus on minimal disruption to the children, to ensure continuous high quality care for them

#### **DISQUALIFICATION**

In the event of disqualification, we will not continue to employ that person. We would give the following information to Ofsted within 14 days;

- Details of any order, determination, conviction or other ground for disqualification under regulations Section 75 of the Childcare Act 2006
- The date of the order, determination or conviction or the date when the ground for the other qualification arose
- The body or court which made the order, determination or conviction and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)

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This policy was adopted at a meeting of Clocktower Childcare Ltd held on 13<sup>th</sup> June 2018. Latest date to be reviewed: 31<sup>st</sup> August 2019.

Signed on behalf of Clocktower Childcare Ltd:

*J. Law*

Jane Law, Director

*S. Wingham*

Sally Wingham, Director

*L. Baverstock*

Lara-Jane Baverstock, Director