



## **Staffing and Employment Policy**

### **Policy Statement:**

Our staff will be appropriately qualified and we will carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements. All applicants will be treated fairly according to our equal opportunities policy, offering flexible job opportunities to both men and women, with or without disability, from all religions, social, ethnic and cultural groups.

### **Suitable Candidates:**

Staff will be recruited according to their ability to fulfil the requirements of the job description competently.

All staff employed will either hold a recognised Childcare qualification or be working towards one. The nursery will liaise with training providers to ensure candidates receive adequate support throughout their training.

All checks carried out will be in accordance with the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

We will keep all records relating to employment of staff and volunteers, including those demonstrating that checks have been done i.e. number and issue date of DBS Check.

### **Recruitment Process:**

- **Candidates will be sent an application form and self-disclosure form along with covering letter.**
- **All returned and completed application forms and self-disclosure forms will be checked and discussed by management. Reference details supplied by the candidate will be verified and requests will be sent out.**

- If the candidate is selected to be interviewed, they will be contacted and an interview date will be arranged. The interview will be confirmed with an 'Invite to Interview' letter and a job description of the post they are applying for.
- If the candidate is not suitable for an interview, a rejection letter will be sent.
- Interviews will be conducted on selected candidates by the management team.
- Unsuccessful candidates - If after evaluating the application and interview the candidate has been confirmed as unsuitable, a rejection letter will be sent.
- Successful candidates - The applicant will be invited for a 2<sup>nd</sup> interview, spending more time with the children.
- Upon employment, the candidate will receive an induction pack. This consists of an induction checklist, policies and questionnaires to complete.
- Candidates will be required to complete the induction checklist with the room leader within the first week and the questionnaires should be completed within the first month.

#### **Training and staff development:**

The setting manager and deputy manager will hold a level 3 diploma in childcare or equivalent and a minimum of half of the staff in the setting will hold a level 2 diploma in childcare or equivalent or working towards one.

The setting will provide regular in-house training to all staff and also give staff the opportunity to access training provided by other agencies.

The setting will support staff by giving them opportunities to discuss with management issues as they arise regarding themselves or children.

Staff will be required to attend staff meetings, giving them the opportunity to hear about general information regarding the nursery. The staff meetings will also be used as training sessions if training needs are identified through quality monitoring observations.

Quality monitoring will be carried out throughout the year, enabling management to identify training needs for individuals and to ensure we are

continuously reflecting on our practice. Opportunities to take on additional responsibilities will be available throughout the year.

Policy Date: February 2020	Date to be reviewed: February 2021
Name of Signatory: Kristy Renshaw	Position: Manager
Signature:	<i>Signed on behalf of Apple Day Nursery</i>