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# New Millside Pre-school

## RECRUITMENT POLICY

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### Policy statement

All organisations and individuals who work with children and young people have a duty to safeguard and promote their welfare. Our setting is committed to this and we expect all staff and volunteers to share this commitment. In addition the management of the pre-school is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent, accepting applications from all sections of the community and by using non-discriminatory procedures during this process. We will comply with current legislation and ensure that we do everything we can to prevent appointing people who are unsuitable and may pose a risk to children.

### Aims and objectives

#### Advertising

Planning is vital to successful recruitment. Therefore when a vacancy arises we will:

Follow the Safeguarding Children and Safer Recruitment in Education (2007) guidance

Comply with the Welfare Requirements of the Early Years Foundation Stage

Prior to advertising any vacancy the management of the pre-school will assess whether the job role requires restructuring. This may include:

- Updating the job description
- Updating the person specification
- Updating employment contracts
- Update interview questions

We will advertise in a wide area using recruitment websites, newspapers and our own social media sites in order that the vacancy will be accessible to everyone. The advert will contain contact details for a named person (usually the manager) 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. The safeguarding statement "New Millside Pre-school is committed to safeguarding and promoting the welfare of children and young people" will also be included in the advert and applicants will be informed that an Enhanced Disclosure via the DBS and reference checks will be carried out on successful candidates and volunteers.

#### Advertising (cont'd)

*We will send out recruitment packs to everyone who enquires about the vacancy. The pack will include:*

- A covering letter, including the closing date for applications and the dates for shortlisting and interviews.
- An application form which includes a full employment history in chronological order, academic and/or vocational qualifications and the details of 2 referees, one being the applicants current or most recent employer. In addition the form will include an equal opportunities monitoring sheet.
- Job description
- Person specification
- The statement of the terms and conditions of employment
- Information about the setting, including the child protection policy statement and equal opportunities policy

Recruitment packs in different languages and alternative formats will be available on request. The name, address and a contact telephone number will be kept of everyone who is sent an application pack.

#### Short-listing

All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

Any anomalies, discrepancies or gaps in employment identified will be noted and taken up as part of the consideration as to whether to short-list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment will be explored and verified.

Confirmation letters will then be sent to successful applicants inviting them to attend an interview. This letter will contain when, where and how long the interview will be, who will be on the interview panel and a map if necessary. It will also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a DBS Disclosure is appropriate the person will be required to complete an application for the disclosure straightaway. Therefore candidates will be instructed to bring with them to interview, documentary evidence of their identity that will satisfy DBS requirements such as:

- A current driving licence or passport including a photograph
- A full birth certificate
- A utility bill or financial statement showing the candidates current name and address
- Where appropriate any change of name documentation.

It will also request that the candidate notify us if any specific arrangements will be required for the interview.

References will be taken up prior to interview, unless the candidate has indicated otherwise on their application form, to support appointment decisions. These references will always be obtained directly from the referee using our standard reference request form and will be scrutinised before any appointment is confirmed and before s/he starts work

## Recruitment and Selection Checklist

PRE-INTERVIEW		Initials	Date
Planning	Timetable for recruitment decided		
	Job description and person specification reviewed and updated as necessary		
	Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised	Advertisement includes statement of commitment to safeguarding and promoting welfare of children, the need for successful applicant to undergo a DBS check and that the post is exempt from the Rehabilitation Of Offenders Act 1974		
Applications	Database kept of enquires and recruitment packs sent		
	On receipt - scrutinised and any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing		
	Checked that all sections completed.		
Short listing	Short list prepared using pro-forma		
References - SEEKING	Sought from referee on short listed candidates using pro-forma reference request		
References - ON RECEIPT	Checked against information on application form, scrutinised and any discrepancy/issue for concern noted to take up with applicant at interview		
Invitation to interview	Includes all relevant information and instructions		
Interview arrangements	Interview panel have met and agreed issues and questions/assessment criteria		
Interview	Explores applicants' suitability for work with children as well as for the post. Scored according to assessment criteria		
	Identity and qualifications of applicants verified at interview by scrutiny of appropriate original documents, copied and placed on file		
	Where appropriate applicant completes application for enhanced disclosure from DBS		
<b>PRE APPOINTMENT - CONDITIONAL OFFER OF EMPLOYMENT CHECKS</b>			
Offer of appointment made conditional on satisfactory completion of the following			
	References		
	Identity		
	Qualifications		
	Permission to work in the UK		
	DBS enhanced disclosure		
	List 99		
	Health declaration		
	Probationary period		