

## **Step by Step Day Nursery**

The aim of this **policy** is to ensure that a transparent and unbiased **recruitment** and selection process is followed; one that results in the appointment of the best candidate, based solely on merit and best-fit with our organisational values, philosophy, and goals.

### **5.1 Recruitment and selection policy**

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- Short listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of discriminatory nature.
- We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

### **Recruitment of and checks on staff policy**

Step by Step Day Nursery believes that the corner stone to high standards of practice lies in the quality and commitment and professionalism of all staff employed.

Parents must feel confident that they are leaving their child/ren with skilful, experienced, responsible and well-trained staff.

We are committed to equality of opportunity, and this is stated in our equal Opportunities policy.

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#### **Recruitment of and checks on staff procedures**

- All applicants must complete the standard application form.
- Interviews will be carried out using the normal procedures, e.g. asking them about themselves and giving them scenario situations.
- All appropriate candidates will be asked to come in for a half-day experience session and the staff and Manager can see how they fare.
- The recruitment of staff will include a careful scrutiny of their previous employment pattern. A minimum of two professional references will be taken up and checked thoroughly. One of them must be the most recent previous employer.
- Gaps in employment should be accounted for.
- Probation period should be made use of.
- Checks should be made on all potential employees or volunteers. These must include:
  - A security check to establish identity (the potential employee is, in fact, who they say are and has authority to work in the UK).
  - Standard certificate of Criminal Record (all convictions including those which are spent and details of formal cautions).
  - A Criminal Record Bureau (CRB) Enhanced Disclosure (Includes listing of known individuals prohibited from work with children).
  - CRB Checks should be repeated every three years for each staff member, Volunteer and the Manager.
- The registered person is responsible for ensuring that all learners and agency staff have been thoroughly checked, written confirmation of checks should be held on staff personnel files.
- No member of staff will be left unsupervised until their competence and suitability has been established through a period of close supervision. Following this period, staff will work without direct supervision at some times.
- All staff are under general supervision.

#### **Training and promotion**

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions. All promotions will be in line with this policy.

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This policy was adopted by	Step by Step Day Nursery	<i>(name of provider)</i>
On	June 8 <sup>th</sup> 2020	<i>(date)</i>
Date to be reviewed	June 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Nicola Richardson	
Role of signatory (e.g. chair, director or owner)	Director	