

Recruitment Policy and Procedure

Toy Box Nursery recognises the need to meet the requirements of the EYFS for child care in relation to safe recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation. All advertising and recruitment processes will be in accordance with our Equal Opportunities policy.

Advertisements will state that the position is subject to a DBS check and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as 'spent' under the Act.

An appropriate application form will be used by all applicants.

References will be sought and checked that they check the applicant's suitability for the position.

The interview process will ensure fair selection of the most appropriate candidate.

Each new member of staff will have a job description, a staff induction pack, staff handbook and a contract of employment.

Procedure

- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A job description and person specification will also be sent, which will outline the responsibilities of the role.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- Face to face interviews of potential candidates will take place when they will show proof of their qualifications.
- Suitable references and health declaration checks may also be sought prior to commencement of employment.
- All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken.
- The successful candidate will be required to complete a DBS check prior to starting at the setting. If it is not returned before commencement of work the person will not be left alone with a child.
- Continued employment is subject to a satisfactory annual enhanced DBS check or an annual DBS update check. All employees will be asked to sign up for the update service.
- An employment contract will be completed for every new employee.
- A written statement of employment particulars will be issued within two months of employment commencing.
- A full induction will be completed within the first three weeks of employment, which will be documented.

- A performance review will take place with the new employee at regular intervals during the specified probationary period to ensure suitability and settling in.

This policy has been adopted by Toy Box Scunthorpe Nursery Limited

Signed on behalf of the setting

..... Owner

.....Manager

Date 13/11/2015

Review Date 13/11/2016