

## **Staffing, Employment and Recruitment Policy**

Please take time to read the pre-school policies and let the Pre-school leader or Chair know if you have any questions.

The policies are also available to read on our website:  
[www.streatleyhillpreschool.org.uk](http://www.streatleyhillpreschool.org.uk)

### **a. Staffing Policy**

#### **Statement of intent**

Streatley Hill Pre-school is committed to ensuring that children and their parents are offered high quality, safe pre-school care and education. We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

#### **Methods**

- To meet this aim we use the following ratios of adult to child:
  - children aged two years of age: 1 adult : 4 children
  - children aged three - five years of age: 1 adult : 8 children
- A minimum of two staff/adults are on duty at any one time.
- We have a maximum limit of 20 children in the setting at any one time.
- We use a keyperson system to ensure that each child and each family has a particular member of staff for discussion and consultation.
- We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

### **b. Employment Policy**

#### **Statement of intent**

Streatley Hill Pre-school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We are committed to equality of opportunity in our employment practices and aim to ensure that employment and progression within our organisation are determined solely by objective criteria and personal merit.

The purpose of this policy is to ensure that the pre-school complies with Welfare Requirements and Learning & Development Requirements of the Early Years Foundation Stage as well as our commitment to equal opportunities in our employment practices.

## **Methods**

**Vetting and staff selection (See also Recruitment Policy)** - Our staff are appropriately qualified and are checked for criminal records through the DBS in accordance with Ofsted's requirements. In addition we will review evidence from references, full employment history, qualifications and interviews in making employment decisions as well as completing all necessary pre-employment checks.

**Disqualification** - Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

**Changes to staff** - We will inform Ofsted of any changes to management ('nominated individual' and members of committee) within 14 days of the event.

**Induction** - We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Procedures and Child Protection Policy and Procedures. Other policies and procedures will be introduced within an induction plan.

**Training and staff development (See also Performance Management Policy)** - All staff have job descriptions which set out their roles and responsibilities. We support the work of our staff by holding regular supervision meetings and appraisals.

- Our pre-school leader and deputy hold the CACHE level 3 Diploma in Pre-school Practice or an equivalent qualification and a minimum of half of our staff hold the CACHE level 2 Certificate in Pre-school Practice or an equivalent qualification.
- Our lead and deputy lead teachers have Early Years Teacher Status. The majority of our contracted practitioners are qualified to NVQ Level 3 status or working towards gaining this qualification.
- We provide regular in-service training to all.
- We encourage all staff in their personal development and each member of staff has an individual training plan. Our pre-school budget allocates resources to training.

**Reward** - We review staff salaries on an annual basis. Whilst this does not guarantee any increase we are committed to ensuring that staff are appropriately rewarded in line with their role and responsibilities, qualifications and the external market.

**Staff taking medication/other substances** - If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will work directly with the children only if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be stored securely and kept out of reach of the children at all times.

If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children they will not be allowed to work directly with the children and further action will be taken.

**Managing staff absences and contingency plans for emergencies** - Our staff take their holiday breaks when the setting is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Pre-school Leader and Chair with sufficient notice.

Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained. Sick leave is monitored and action is taken where necessary in accordance with their contract of employment.

We have contingency plans to cover staff absences, and draw on a pool of temporary staff to maintain the correct child to adult ratios.

### **c. Recruitment**

#### **Statement of intent**

Streatley Hill Pre-school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We recruit 'suitable people' in accordance with all relevant legislation and best practice.

To support our achievement of this commitment we follow a carefully structured recruitment process. We are committed to equality of opportunity in our recruitment practices and aim to ensure that employment and progression within our organisation are determined solely by objective criteria and personal merit.

The purpose of this policy is to ensure that the pre-school complies with Welfare Requirements of the Early Years Foundation by:

- undertaking the various procedures relating to the safeguarding of children, including Enhanced DBS checks, review of references, and pre-employment identification checks,
- ensuring that candidates have the relevant qualifications and experience,
- ensuring the recruitment process supports our commitment to equal opportunities by using non-discriminatory procedures for recruitment and selection.

**Equal Opportunities** - We are committed to Equal Opportunities in Employment. As part of this policy, all applicants for employment are requested to complete Equal Opportunities Monitoring Form which will be separated from their application. The information it contains will not be used in deciding whether or not to invite a candidate to interview or offer employment.

We welcome applications from all sections of the community and aim to ensure that

no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.

**Rehabilitation of Offenders** - As part of the application process an applicant will be made aware that the post is exempt from the Rehabilitation of Offenders Act 1974. Should an applicant declare any convictions, or should a DBS check highlight any, certain considerations would be made when deciding whether to offer the person a position.

We do not necessarily reject applicants purely on the grounds of having a criminal record, but will take all disclosures into account in line with safer recruitment best practice.

We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. This will either occur during the interview with the applicant, or in a separate private discussion between the members of the interview panel to protect the applicant's confidentiality. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.

## **Methods**

Our recruitment process follows the following steps in line with the Pre-school Learning Alliance recommended recruitment process:

- Identify and agree the need
- Finalise job description and the personal specification
- Advertise
- Applications
- Shortlist
- Interview and selection
- Conditional offer
- Vet candidate- Enhanced DBS check, pre-employment checks, reference checks
- Finalise offer
- Induction

**Step 1: Identify and agree the need** - The identification of the need to recruit will be through consultation between the Pre-school Leader, Chair, HR Director and Finance Director with sign off from the Pre-school Committee. The need may be driven by a number of factors such as projected increase in numbers of children within the setting or a member of the existing team leaving. Vacancies identified may be either temporary or permanent; full-time or part-time. In the first instance any vacancies will be advertised to current staff before being advertised externally.

**Step 2: Finalise job description and personal specification** - The job description clarifies the key roles and responsibilities of the position. Standard job descriptions exist for all roles with the pre-school. These should form the basis of the

job description used for recruitment and tailored to any specific requirements of the role such as qualification required, whether the role is full-time or part-time, temporary or permanent.

The person specification is based on the job description and sets out the skills and qualities needed to fulfill the requirement of the job as described. The person spec should be used at both the short listing and interviewing stages.

**Step 3: Advertise** - The budget for advertising the vacancy and decision on which locations to advertise will be determined by the nature and tenure of the role being advertised. Taking this into consideration the role should be advertised where it is accessible to all groups in local community. The advert should give an overview of the position, qualification requirements, hours, part-time or full time, temporary or permanent, and explain how candidates can apply. In addition, the advert must include the following text:

*Streatley Hill Pre-school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Successful candidates will be required to undertake an Enhanced DBS Check.*

**Step 4: Applications** - Interested candidates will be sent an electronic copy of the Pre-school Application Form by the Pre-school Leader and requested to return by post. All applications must be made by completion of the application form not by CV. As part of their application candidates will be made aware that the post is exempt from the provisions of the Rehabilitation Act 1974 and that the appointment of successful candidates will be subject to Enhanced DBS checks and references.

**Step 5: Shortlist** - The shortlisting of candidates will be through consultation between the Pre-school Leader, Chair and HR Director and done as per the criteria set out in the personal specification for the vacancy. Prior to shortlisting all Equal Opportunities Monitoring Forms will be detached from the application forms.

Short listed candidates will be contacted by phone and invited to spend 1-2 hours in the setting followed by two interviews, one with the Chair and the second with the Pre-school Leader and HR Director.

Unsuccessful candidates will be contacted in writing.

**Step 6: Interview and selection** - Candidates will be invited to spend 1-2 hours in the setting to see how they interact with the children and other team members. This will be followed by two interviews, one with Chair and the second with the Pre-school Leader and HR Director.

Following interview feedback will be collated through discussion with Chair, Pre-school Leader, HR Director, observations from the team and the children.

Short listed candidates will be contacted by the Pre-school Leader by phone and notified that we will be sending them a conditional offer subject to references, pre-employment checks and Enhanced DBS check.

Unsuccessful candidates will be contacted in writing.

**Step 7: Conditional offer** - Successful candidates will be sent a letter containing details of their conditional offer, and confirming that the offer is subject to references, pre-employment checks and Enhanced DBS check.

In accepting the conditional job offer, the candidate will be:

- asked to sign, date and return the letter accepting the conditional offer and terms and conditions of employment
- provided with details on completing Enhanced DBS checks and verification documents required
- asked to arrange a date and time to bring in DBS check verification documents, ID documentation to prove a right to work in the UK (birth certificate or passport), National Insurance Number, bank details, certificate of professional qualifications.

**Step 8: Vet candidate** - Enhanced DBS checks will be carried out under our umbrella body Berkshire County Council using the Capita online disclosure service and in line with the DBS Code of Practice.

Copies of ID documents and certificates will be kept on file. The candidates NI number and bank details passed onto Maple Tree for payroll along with Inland Revenue new starter information document (provided by Maple Tree).

The Pre-school Leader or HR Director will follow up on references provided on the candidates application form. This will be in writing.

**Step 8: Job offer** - Once all pre employment checks have been completed, a job offer will be made in writing, with a copy of the contract of employment setting out terms and conditions for the candidate to sign and return.

**Step 9: Induction (see Employment Policy)** - The induction period will commence as per the induction checklist on the candidate's first day at work. The Pre-school Leader will be responsible for overseeing the Induction for all new members of staff. New recruits will all benefit from the annual appraisal/supervision process as outlined in the **Performance Management Policy**.

This policy was adopted at a meeting of Streatley Hill Pre-school Committee on:	28 <sup>th</sup> March 2011
This policy was last reviewed on:	16 <sup>th</sup> July 2015
Date of next review:	16 <sup>th</sup> July 2016
Signed on behalf of the Committee by:	Rachael Cheshire
Role of Signatory	Chair