



Policy Document 25 – Recruitment Policy

01	All recruitment will be conducted under the supervision of the Lead Designated Safeguarding Officer (LDSO).
02	When a position becomes available it may be advertised in any of the following ways; <ul style="list-style-type: none">- Internal appointment including students on placement- Local Press/Notice- The Balsam Nursery website- Recommendation- Job Agency
03	All job adverts will clearly state our commitment to a safe recruitment process and the necessity for detailed checks to be conducted to ensure the safeguarding of children in our care.
04	When applying for a position all applicants are asked to complete our application form with a written letter of application. If CVs are provided they will not be used as part of this process
05	Shortlisted candidates will be interviewed by a minimum of 2 senior team members. They will be asked about their experience, and motivation for working in Early Years. Work history will be scrutinised with any time gaps questioned.
06	Depending on the outcome of the interview they may be invited back to carry out a planned activity with a group of children. We will seek to take up references at this point, unless a candidate can give a thorough explanation of their reasons for us not to.
07	The candidate will provide a written plan of the activity and provide the interviewers with a summary of the expected outcomes. The activity is observed and assessed by the interviewers. On completion, the candidate provides a summary of the activity, highlighting the outcomes and what they may plan to extend what they did. The interviewers will provide constructive feedback on the results. At no time will the candidate be left alone with any children.
08	Candidates applying for an Apprenticeship position may be asked to attend for a period of 3 days during which they will be observed. No payment is made for this trial period. During this period they will be carefully managed with respect to safeguarding the children.
09	The successful candidate will be contacted by letter, making an offer of employment. This letter explains that the offer is dependent on a clear DBS check. They are required to sign a copy of the formal offer and return it to the nursery within 7 days if they wish to accept the position.

	<p>We acknowledge that DBS checks although important are not documents on which to solely assess a candidate's suitability to work with children.</p> <p>10 All applicants must provide the details of 2 referees who are contacted in writing by the LDSO, usually between first interview and their observed activity with the children. If satisfactory reasons not to take references at this point have been provided, references will be taken once an offer of employment has been made. Referees should include the applicant's last/current employer in addition to that of a personal contact. Students must include a reference from their school or college. References are provided either in writing or verbally. When the reference is verbal a summary of the conversation is recorded in writing. When the reference is written, electronically or otherwise, the referee is also contacted by telephone.</p> <p>References are kept in the employee's file along with all other confidential paperwork including evidence of any qualifications or courses attended.</p> <p>12 All offers of employment including non-permanent, casual employees, are subject to a DBS check being done. These are carried out via our provider, Atlantic Data, once the offer of employment has been made and accepted.</p> <p>13 During the first week of their employment, new starters are required to complete the following forms;</p> <p>FORM 21 – Employee request for additional information FORM 27 – New Starter Induction Checklist FORM 28 – Employee Medical Declaration</p> <p>14 These forms contain confidential information and are held in the individual's file.</p> <p>15 All new starters are required to complete a 3 month probationary period during which their performance is assessed by the manager/team leader. At the end of the probationary period a meeting is held to review their performance with a permanent offer of employment being provided or in some cases, an extension of the probationary period being put in place. After a successful probation period the employee will be asked to attend the following training courses in line with Policy 28 – Staff Training;</p> <ul style="list-style-type: none"> - Child Protection Basic Awareness - Paediatric First Aid
Prepared by	Rob Green
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