

# Happy Days Pre School (Navenby)

## Recruitment Policy & Procedure

Happy Days Pre School (Navenby) 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 CRB enhanced disclosure and registration with the Independent Safeguarding Authority and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as "spent" under the Act.

In accordance with equal opportunities, a Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants.

In line with the EYFS statutory requirements, applications will only be sought from persons over the age of 17 years.

Each new member of staff will have a job description, a staff induction pack, staff handbook, staff record sheet, (statement of particulars) and 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 be 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 where they will be required to bring proof of their identity and qualifications. The interview will explore a candidate's suitability for the post.
- Suitable references and health declaration checks (if required) will 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 as part of pre-employment health screening.
- The successful candidate will be required to complete a CRB form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children within the nursery and a written risk assessment will be completed.
- Continued employment is subject to a satisfactory enhanced CRB disclosure, ISA registration and adequate references.
- An employment contract will be completed for every new employee and must be agreed before employment starts.
- A full induction will be completed within the first week 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 they are settling into the team and meeting the requirements of the post.
- An appraisal and review system is in place to support performance management. These will be held annually.

Signed on behalf of the setting by:

..... Chairperson – Michelle Nunn

..... Manager – Caroline Stallwood

Date: