

11.0 Recruitment Policy

At Horizons Nursery we have an effective system in place to recruit staff, volunteers, and students, which allows us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children.

Recruitment and selection procedures

- All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Full employment history is asked for our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Candidates will receive a job description and person specification for the role applied for.
- The applicants may then be invited to attend a formal interview.
- Part of the interview is supervised time spent with children (trial day). Only successful applicants will get a trial day and this will be arranged a different time.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidate's qualification certificates will be seen by the manager and copy will be made

If it is decided to make an offer of employment following the formal interview, any such an offer will be conditional on the following:

- The receipt of two satisfactory reference (one of which must be from the applicant's most recent employer)
- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 3 original identity documents.
- A health declaration form is completed which must satisfy the us that candidate is suitable to care for children.
- A photocopy of 1 item of photographic ID is taken for their personal file.
- Both referees will be contacted, and references sought.
- A probationary period of 6 months is set.
- During supervision meetings any changes of suitability will be discussed.

Verification of identity and address All applicants who are invited to an interview will be required to bring the following:

- Passport
- Birth certificate
- Driving license if applicable
- A letter from Bank, building society or utility bill which shows applicant's address

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the nursery manager, one of the references must be from the applicant's current or most recent employer. All the references will be asked whether they believe the applicant is suitable to work with children. The Nursery will only accept references obtained directly from the referee and it will not rely on references provided by the applicant.

Until DBS and references have been received employment cannot commence.

Induction Process

An induction procedure is followed whereby

- The new member of staff is given the handbook with where are the guidelines on appropriate behaviour in the nursery
- A copy of all nursery policies and procedures
- A copy of job description
- A discussion on child protection/First Aid
- A discussion on fire/safety procedures
- Go through risk assessment
- An end review for approximately 6 weeks to discuss their work performance and next steps for the following week

The new member of staff is allocated a mentor to help enforce appropriate behaviour. The new staff member will be put on courses such as first aid, safeguarding, and food hygiene. During supervision meetings we will discuss their work performance, which will indicate any training needs required and review knowledge on safeguarding procedures.

Retention of records

If an applicant is appointed, the nursery will retain any relevant information provided on their application form on their personal file, all information will be kept for three years after the staff has left the company. If the application is unsuccessful, all documentation relating to the application will normally be confidentially and destroyed after one month.

Polices & Procedures for Horizons Nursery
Reviewed February 2003