



EYFS – The Safeguarding and Welfare Requirements 3.9 - 3.12

Suitable People

3b.2 Recruitment

Policy Statement

When recruiting new members of staff, we take the needs of the children as paramount. We also ensure that we work within the Safeguarding and Welfare requirements on finding a 'suitable person'.

Procedures

Recruitment Bonus

We offer a £500 bonus to any staff member who successfully introduces a new member of staff to us. They received £100 in their salary the month after the successful applicant has started and the remaining £400 following the applicant completing a successful probation period.

Finding the Right Candidate

- There are several free options we use when recruiting, CV websites, Gumtree, Facebook etc.
- We also look on the CV page of NurseryWorld website.
- We might also use recruitment agencies, but due to the high cost of these, we use them as a last resort.
- Advertising. Again, there are free options such as Facebook, Gumtree, job centre etc. Or there are the paying options of local newspapers and NurseryWorld Magazine/Website

Advertising

Posts are only advertised if no redundancies have been made or are imminent. In this case, those made or being made redundant, will be invited to apply for the position previous to it being advertised.

For senior roles, we will advertise internally first and then if there is no successful applicant, we will then advertise publicly.

If advertising:

- The Nursery Manager will draft an ad for the position which will be circulated to the Management Committee for approval/amendments. (N.B. If the position is that of the manager then the sole responsibility of this lies with the management committee.)
- The ad will need to state that a DBS Disclosure will need to be undertaken.
- Through discussion between the Nursery Manager and Management Committee, it will be decided where the ad will be placed, taking into consideration the costing. The responsibility for placing the ad lies with the Nursery Manager (or Management Committee if the post is that of the manager)
- The following will need to be decided beforehand – closing date, date for short listing meeting, interview date/s for short-listed candidates, and salary scale if not within Auden Place salary scale e.g. cook, cleaner etc.



- At this stage the composition of the short-listing/interviewing panel will be decided.

Budget

The Management Committee, prior to any vacancy being advertised, will establish that the funds exist within the budget.

Applications/Shortlisting

- All returned application forms will be recorded.
- It is the responsibility of the Nursery Manager/Management Committee (or someone designated by these) to send out the application packs.
- Application packs will contain the following – application form, job description, personal specification, equal opportunities policy and a cover letter.
- Once the deadline has passed, all applications will be photocopied and distributed to the panel for shortlisting. Applications received after the deadline will not be considered, unless otherwise decided by the Staff sub-Committee.
- The panel will then meet to shortlist candidate. This will be done on a point system based the personal specification.
- We will write for the references of those shortlisted if they have stated on their application form that we can do so.

Interviews

- The Nursery Manager (or someone designated by the Nursery Manager) will contact all shortlisted candidates by telephone to arrange an interview time on the pre-advised date. The Nursery Manager will follow this up in writing. (N.B. Again, this responsibility fall to the management Committee if the post is that of the manager)
- Candidates will be asked to bring to the interview, their original qualification certificates, identification and their original DBS Disclosure if they have one.
- There will always be two representatives of Auden Place present at the interview. One of these will always be management. For senior positions the Management Committee take part. Again, a point system will be needed, based on the personal specification, to shortlist further.
- On occasions, management may ask candidates to attend the nursery for a short trial as well as their interview.
- Management are trained in 'Safer Recruitment' and where possible at least one of the Management Committee is also trained in this, for when they are called on to interview. This is not always the case, as they may be a gap between a member leaving and another being trained.

The Successful Candidate

- Once we have selected the successful candidate, we will inform them in writing of our decision.
- Their job offer will be conditional on references and DBS Disclosure.
- We will always apply for a new DBS but if the candidate already has one, this will remain valid until the new one arrives. If the candidate doesn't have a current DBS then they will at no time be left alone with children. Please see policy 1.8 Procedure of obtaining a DBS.



- If the post is offered and needs to be taken up before the time written references are received, then the Management must get verbal references prior to the candidate starting.
- Along with the offer letter, two copies of the contract will be sent, one to be signed by the new employee and returned to the nursery.
- All new employees are placed on a 6 month probation period.

N.B If the post advertised is for the post of nursery manager the Management Committee will take lead in this process.

Auden Place is an Equal Opportunities Employer.