



# **SCORTON VILLAGE PRE-SCHOOL**

## **POLICIES AND PROCEDURES**

### **Staff Recruitment, Qualifications and Training**

# Staff Recruitment, Qualifications and Training

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## **1. INTRODUCTION**

### **Related policies and procedures**

This policy is to be read in conjunction with Scorton Village Pre-School's equal opportunities, safeguarding, health and safety and data protection policies.

No decisions regarding recruitment or selection should be made by a person who has not read and understood this and the related policies.

## **2. RECRUITMENT AND SELECTION POLICY**

### **Introduction**

This document sets out Scorton Village Pre-School's policy for recruitment and selection. Scorton Village Pre-School is committed to a fair treatment of all its employees and job applicants equally. We will recruit the best person for each vacancy. No employee or potential employee shall receive less favourable treatment and or consideration on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part time status or will be disadvantaged by any conditions of employment that cannot be justified on operational grounds.

### **Scope**

This policy is applicable to the recruitment and selection of all employees engaged to provide services for the organisation, irrespective of whether such a contract is temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment. The policy also applies to recruitment and selection of contractors for services.

### **Policy statement**

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of sex, race, disability or other personal characteristics. Existing employees will be invited to apply for transfer and promotion opportunities wherever possible.

### **Principles**

The following principles will apply whenever recruitment or selection for positions takes place.

Individuals will be screened against the job recruitments as laid out in the job description and person specifications.

Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population will only be retained if they can be justified in terms of the job done.

Information of the ethnic origin, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.

Written records of interviews , reasons for decisions made at each stage of the process and reasons for appointment or non-appointment will be kept for six months, unless a longer period can be justified by the chairperson( then only to the extent that is permitted by the data protection act). Records will then be disposed of confidentially.

Interviews will assess candidates against job-related criteria only, i.e. those which relate to the requirements of the job.

All information held about a candidate will only be used for the purpose for which the information has been collected.

All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the EC. A photocopy of the accepted documentation will be taken.

Reasonable adjustments will be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.

Where disabled candidates enter a requirement and selection process, the process will take into account such adjustments to working arrangements or physical features of the workplace as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.

Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

Any personal details kept on any member of staff will be kept confidential. Scorton Village Pre-School issues Privacy Notices and Consent Forms to all members of staff.

## **Process**

The recruitment process will be followed in accordance with the following steps and the principles detailed above.

Authority to recruit must be granted by the committee prior to advertising a vacancy.

A job description will be produced with full details of the position, tasks, reporting line, responsibilities of the job holder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the job holder will be laid out in the person's specification.

Job advertisements will be based on the job and person specifications.

Prior to interview the candidates will be provided with information about the organisation, role and responsibilities.

Interviews will at all times be conducted in a professional manner.

All the interviewers will consist of two or three interviewers, including the chair of the committee and the Pre-School leader (unless it is for that post- in which case the panel will consist of the chair, vice chair and secretary)

To ensure that questions posed are assessing only relevant criteria, a question sheet will be designed based on the job description and person specification and the outcome recorded.

All paperwork relating to an interview will be stopped securely and only those that require access for specific and authorised purposes will be able to access this information.

The committee must approve all job offers.

All offers are subject to two satisfactory references, medical clearance, DBS and ISA checks, a check on relevant qualifications and approval of a work permit and extra checks such as Certificates of Good Character if applicable. References will ideally come from current/previous employees. If the references, DBS check or medical clearance are not satisfactory then the offer may be revoked. All staff will be informed of the obligation they have to inform us/Scorton Village Pre-School of any police actions, convictions, court orders, reprimands or warnings against them.

Induction of new employees starts as soon as they accept a position. A written copy of the terms and conditions of employment and all related new starter forms will be sent out.

### **Appeals procedure**

Employees who have concerns about any aspect of this policy or its operation should use the organisations grievance policy and procedure. We will work with regards to; Sex Discrimination Act 1975, Disability Discrimination Act 1995, Human Rights Act 1998, Race Relations Act 2000, Childcare Act 2006

### **3. QUALIFICATIONS AND DUTIES**

**Rebecca Monaghan** Pre-school leader/Early years Educator

B.A Honours Degree in Early years level 6

Health and well-being support

Equality Named Coordinator (ENCO)

**Lesley Dawson** Pre-school deputy/Early years Educator

Childcare NVQ level 3

Designated Safeguarding Lead Practitioner

Deputy Behavioural Support

**Beverley Brown** Early years Educator

Child Care NVQ Level 3

SEND Coordinator

Behavioural Support

Deputy Health and Safety Representative

**Jessica Greenwood**

Level 3 Early Years Educator

Health and Safety Representative

**Emily Monaghan**

Level 3 Early Years Educator

Deputy Senco

#### **4. STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS**

The daily experience of children in early year's settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. Scorton Village Pre-School will ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training will include information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy, and health and safety issues. All staff take part in completing training online and through noodle training.

Staff appraisals are carried out yearly. Supervision is arranged termly for any staff with confidential issues they wish to raise. This can be with any chosen member of staff or committee member.

#### **5. HOME VISIT POLICY**

##### **Before the Visit**

Visits will be within Pre-School hours unless otherwise agreed between staff/Pre-School Leader and committee.

Staff will ensure that all visits are agreed with the Pre-School Leader, justified and recorded.

All parents requesting a home visit will read and agree the details of this policy.

Whenever possible two members of staff will make the visit together.

Home visits will only be offered to parents/carers that have previously met with staff in the setting and family details have been completed on the registration form.

A date will be set for the visit, recorded in the diary and all staff made aware.

On the day of the visit the key person/staff visiting will ring the parent from the setting to confirm the time of the visit and notify parent of the approximate time they will be leaving the setting.

Member of staff leaving will sign out recording time of departure and notify staff. An estimated time of return will be given.

Mobile phone (with known number to staff) will be taken.

### **During the Visit**

Staff will notify Pre-School of their arrival at the visit. If this an agreed out of hours meeting Lesley Dawson (Designated Safeguarding Lead Practitioner) to be contacted or Becky Monaghan (Pre-School Leader)

Staff will not visit the bedrooms on the premises.

Staff will not take any responsibility for any child. Parents/carers must remain at all times.

It is suggested that 30-45 minutes would be a suitable length of time for a visit.

Staff visiting will notify the setting as they leave the premises.

On returning to the setting staff will record the visit including date, time of arrival and departure and purpose of visit.

## **6. GIFT POLICY**

### **Staff Receiving Gifts**

At times parents may wish to give token gifts of thanks for example at Christmas, when children leave the setting or at the end of terms. Key person will notify other staff if individual gifts are given at any other time. Token gifts of thanks can be accepted.

### **Giving gifts to children in the setting**

Children will receive gifts from the setting for example at Christmas, as rewards for taking part in events and leaving presents. These gifts will be paid for by the setting and not by the staff. At no time will staff purchase gifts for individual children.