

RECRUITMENT & SELECTION POLICY FOR STAFF

1. STATEMENT OF INTENT

The objectives of this recruitment and selection policy are to:

- appoint the best person for the job
- safeguard the welfare of the children
- manage risk
- provide equality of opportunity and access for all
- provide career development opportunities for all employees

EYfs's recruitment and selection decisions will always be made on the basis of merit, not on the grounds of gender, race, caring responsibilities, marital status, sexuality, disability, religion or age.

2. JOB DESCRIPTION AND PERSON SPECIFICATION

When a job becomes vacant, the job description and a person specification will be compiled.

Job description

All job descriptions will include the responsibility of the post holder to child protection which should include the following wording:

- *The setting is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. The post holder will be required to become familiar with the setting's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.*

The job description will also include details including the following:

- The purpose of the job
- Its main duties and responsibilities
- Its scope
- The number and type of staff supervised and the job title of the person to whom the job holder will report
- Salary or salary range

Person specification

The person specification defines the personal qualities and attributes that the ideal applicant will need in order to perform the role. It enables the applicants to be filtered objectively and to enable credible rejection on the basis that a candidate did not fulfil the requirements of the role. The personal qualities and attributes of the job holder will include the details of the following:

- Necessary skills and knowledge
- Experience
- Qualification and training
- Personal characteristics and aptitudes
- Any unusual requirements such as being available to travel or work outside normal working hours

3. ADVERTISING AND APPLICATION

An advertisement will be drawn up and placed on the setting's website together with the job description and person specification, unless the role is to be advertised internally only. Electronic applications are accepted. Advertisements must not contain any clauses, conditions or requirements that would disqualify any group or individual.

Closing dates for applications will normally be two weeks after the first display date.

Application must be by application form (see Appendix 1) and CVs will be disregarded. Application forms must be completed and signed in order to comply with child protection guidelines. (If the application is electronic and a hard copy has not been supplied before interview, candidates will be asked to sign their application on arrival). Interview candidates will also be asked to bring along photographic ID with them and this should be shown to the MD on arrival.

All applications will be treated confidentially.

4. SELECTION

The selection panel consists of the MD and one other, and one of the interview panel must have undergone Safer Recruitment Training. Short-listing is based on information provided in the application form and measured against the person specification. Each application will be scrutinised against the person specification and the following points should form part of this scrutiny:

- Are there any unexplained gaps in employment?
- Apparent steps backwards in career progression
- Move from permanent to supply work
- Repeated changes in employment
- Over-achievement
- Titles that do not equate to the level of salary
- Incomplete forms

It is imperative that the originals of application forms and letters of introduction are kept clean of annotations.

Candidates not shortlisted for interview will be sent a regret letter, with the exception of any reserve candidates.

At no time during the recruitment process should candidates have unsupervised access to children within the setting.

All notes and application forms should be collated and kept for no longer than 6 months in a secure environment, after which they must be confidentially shredded.

5. INTERVIEW

On arrival, all identity documents should be examined for authenticity and any issues should be explored at interview. The interview should assess the merits of each candidate against the job requirements. The selection panel should agree prior to interview the following:

The questions or types of questions to be asked, by whom and in what order;

- Specific areas from the application form that may require probing;
- The need to avoid discriminatory questions;
- Questions which are likely to be asked by the candidate, how these will be answered and by whom;
- The importance of leaving a positive impression of the setting with all applicants, successful or not.

All formal interviews must be conducted by at least two people, one of which must be trained in safer recruitment and who will be responsible for asking probing questions regarding child protection issues. Having two interviewers present allows one interviewer to ask questions whilst the other takes notes.

Questions asked should be structured to ensure that all candidates are treated in the same way, with the exception of questions asked to clarify information given on the application form. Interview questions should be structured to test each applicant against the Job Description and Person Specification. The terms and conditions of service should be explained together with an explanation that work cannot commence until all pre-employment checks have been successfully completed. No questions of a personal nature will be asked, or any that may be deemed discriminatory.

In the interests of child protection the following areas must be explored:

- Any time gaps in an application form which must be recorded at interview.
- Any doubts concerning identity or the authenticity of qualification should be explored.
- Motivation to work with children
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours and attitudes to authority and maintaining discipline
- Final check that the application form has been signed
- Ask if the candidate wishes to declare anything further against the requirement for a DBS check and the likely questions that the setting will ask of referees

Any applicants that have been further shortlisted after interview, will be required to attend a session at a mutually agreeable time. They will be required to sign in as a visitor and will not be left unsupervised at any time. During the session, the interview panel will observe the applicant (s) and ascertain their ability to work well with the children and how they fit in with the rest of the team.

At the end of the recruitment process, once a decision has been taken, those involved should agree a record of the performance, strengths and weaknesses of the candidates and the justification for their decision. This information should be noted on the interview assessment form (Appendix 2). This record should be signed off by the interview panel along with any scoring sheets and attached to the file of the successful candidate. All other notes from the interview should be destroyed.

6. REFERENCES AND OTHER CHECKS

All candidates will be advised at interview that any job offer is subject to receipt of satisfactory references, (Appendix 3 - employment reference; Appendix 4 - character reference), criminal records checks and medical checks, proof of identity and certificates of qualification.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. One referee must be the current or most recent employer. Candidates must be asked to indicate the referee's role and relationship to him/her. The express consent of the candidate is required before a reference is taken up, which may in some cases occur after an offer has been made. All referees should be sent the job description and person specification for the post. References must be sought from all previous employers for which the applicant has worked with children.

Referees should not be relatives or someone known to the applicant solely as a friend.

Referees will be asked whether the candidate is suitable for the post and whether there is any reason to question their suitability to work with children as well as eliciting information about their employment, performance and disciplinary history. There should be no omission or material mis-statement of the suitability of the candidate.

All reference information should be treated as confidential.

Criminal records and medical checks are carried out after a verbal conditional offer of employment has been made.

7. OFFER OF APPOINTMENT

The setting aims to inform the candidates of the outcome of the interview as soon as possible and offer letters should be prepared promptly, ideally within 24 hours. Any offer of employment will be conditional on successful completion of the pre-employment checks.

The MD should ensure that all child protection responsibilities have been fully met.

An offer letter and job description will be sent to the successful candidate which is signed by both parties. The offer letter and job description form part of the employment contract and should contain relevant details, including:

- job title and offer of that job
- any conditional elements to the offer e.g. DBS, medical checks, satisfactory references, right to work
- starting date and time
- the terms and conditions offered, including salary, hours, benefits (including pension arrangements) and holidays
- probationary periods

The offer letter must also include copies of the Safeguarding Policy (see website for latest version) together with a copy of the setting's Code of Safe Conduct (Appendix 5), both of which must be signed and returned for insertion on the personnel file.

A personnel file is created and verification of qualifications, DBS and medical checks should be kept on the personnel file. Any concerns should be raised immediately with the Chair.

Once a verbal acceptance has been received, unsuccessful applicants who were interviewed are informed.

No one should be permitted to commence their employment until references, proof of identity and domicile, original certificates of qualification, and pre-employment medical checks are satisfactory. In exceptional circumstances, new staff may commence without receipt of a DBS check (on the condition that the check has

been applied for) providing a risk assessment is completed (Appendix 6) and that they are not permitted unsupervised access to the children.

Throughout the whole recruitment process, it is vital to respect principles of data protection and privacy.

8. INDUCTION

Once an appointment is confirmed and the date of commencement of employment is established, thought is given to handover and induction. Each new employee must receive a briefing on the setting's Child Protection Policy and its practical implications and this briefing must be recorded on the induction checklist (Appendix 7) and filed on the personnel file.

Reviewed Jan 2022.

Signed..

A handwritten signature in black ink, appearing to read 'Deb Manns', written over a horizontal line.

Deb Manns (Owl)

APPENDIX 1

Application form



Thank you for the interest that you have shown in working for us.

Please complete the attached application form and Equal Opportunities Monitoring form and return to:

*Deb Manns
4 Waterloo Way
Bredon
Tewkesbury
Glos
GL20 7UA*

Email owl@kemertonpreschool.com

Please note that CVs will **not** be accepted and will not be taken into account if they are submitted.

We will advise you of the outcome of your application in due course but should you have any queries regarding the vacancy please email owl@kemertonpreschool.com

JOB APPLICATION FORM

Application for the post of

As this form may be photocopied, please write clearly using BLACK ink

1. PERSONAL DETAILS

Surname: Former Surnames.....

First Names:

Home Address: Please indicate your preferred contact telephone number

..... Tel. No. (Home):

..... Tel. No. (Work):

..... Tel. No. (Mobile):

Post Code: E-mail Address:

Do you hold a valid driving licence? Yes No

2. EDUCATION AND TRAINING

Name of School/College/University attended

Qualifications including
Grades/Class/Div. Etc.

Period of Study
Years

i) Schools (*after age 11*)

ii) Further/Higher Education

iii) Professional or other training
(*including training courses attended*)

3. PRESENT OR MOST RECENT EMPLOYMENT

Employer's Name and Address:

Telephone: Employer's Business:

Duties:

.....

.....

Position held: Date Appointed:

Salary: Date Left (if applicable).....

Period of Notice Required: Reason for leaving (if applicable)

Please provide details of **all** employment since leaving secondary education in chronological order, including voluntary work. **Please include all periods not in employment.** Continue on a separate sheet if necessary.

Starting with your most recent, please list all employment.

Dates From - To (Month & Yr)	Employer name and address	Job title and brief description of duties	Reason for leaving
What is your current/most recent salary?		What salary are you looking for?	

Please explain any gaps between employment:

Please continue on a separate sheet if necessary

4. SUPPORTING STATEMENT

Please give reasons for applying this role and demonstrate how you meet the job requirements detailed in the Person Specification. Your knowledge, skills or abilities may have been gained in a variety of ways e.g. work experience, spare time activities or domestic circumstances, etc.

5. REFEREES – Please provide 2 referees. If you are or have been employed, one should be your present or most recent employer. If you are a school or college leaver, then your Head Teacher or Tutor's name should be given. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. This employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues. References are not acceptable from relatives or people writing solely in the capacity of friends. Please indicate what type of reference the Referee is, by deleting where appropriate. *(Please include telephone number where possible)*

	Referee 1	Referee 2
Name (including title)		
Occupation		
Address		
Postcode		
Telephone Number		
Email Address		
Type of referee (Delete as appropriate)	Employment/ Character/ School	Employment/ Character/ School

If you are short listed, references will normally be taken up before job offer. If you have given your current employer as a referee, but do NOT wish us to take up that reference prior to job offer, please place a tick in the relevant box

Referee 1 Referee 2

7. ASYLUM AND IMMIGRATION

We are required to carry out checks on new employees before they start to confirm that they have the right to work in the UK. Candidates will only be offered the position on the understanding that they are eligible to work in the UK and are not subject to any immigration controls and restrictions which prohibit their working in the UK

Are you eligible to work in the UK?

Yes

No

8. DECLARATION OF CRIMINAL RECORD:

You are required to provide details of your convictions, whether spent or unspent under the *Rehabilitation of Offenders Act 1974*. Applicants are therefore not entitled to withhold information about convictions, cautions or warnings which for other purposes are “spent” under the provisions of the Act. Failure to disclose this information could lead to dismissal upon appointment. Please list all your cautions, reprimands, final warnings and other non-conviction information such as acquittals. If you have no record please write none.

Details	Place and date of judgement(s)	Sentence(s) if appropriate

NB. DISCLOSURES WILL ONLY BE TAKEN UP FOR SUCCESSFUL CANDIDATES

Are there any criminal proceedings pending against you? Yes / No *(please delete as necessary)*

If yes, please provide details

.....

.....

.....

Data Protection Act

The information that you have provided as part of the application will be used for the purposes of recruitment and selection and will form the basis of your personnel record on appointment. Information will be used for statistical personnel reporting. The data will be stored securely and will only be used for the purposes originally intended. Information relating to unsuccessful candidates is retained for 6 months only; thereafter it is destroyed as confidential waste. You are entitled to see any information held and to have any inaccuracies corrected. By signing the form below you are giving your explicit consent for this data to be held and processed by Kemerton Early Years and Forest School C.I.C.

DECLARATION:

I confirm that the information I have given on this form is correct and complete, I understand that if I have given inaccurate or incomplete information then any offer of employment may be withdrawn or, if appointed, then I will be liable to dismissal. I also understand that because of the sensitive nature of the duties, if successful, I will be expected to undertake an Enhanced Disclosure from the Disclosure and Barring Service. This will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.

I confirm that I have read and understood the above statements

Signature:..... Date:

EQUAL OPPORTUNITIES MONITORING

Kemerton Early Years and Forest School C.I.C. is committed to being becoming an equal opportunities employer and this includes not discriminating under the Equality Act 2010, selecting staff on the basis of ability and the requirements of the job, as well as building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The information you provide will stay confidential, and be stored securely. In order to monitor the effectiveness of our Equal Opportunities Employment Policy, we request all applicants to complete this form but it is entirely voluntary. Unsuccessful applications are normally kept for six months and then destroyed as confidential waste.

Post applied for:

Surname: **Forenames (in full):**

SEX Female Male

AGE **DATE OF BIRTH:**

ETHNICITY

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic and cultural groups. UK citizens may belong to any of the groups shown. This classification is based on that used by the Commission for Racial Equality.

Please tick (✓) the category that you feel best reflects your ethnic origin.

- | | | | |
|------------------------------------|--------------------------|-----------------------------------|--------------------------|
| Bangladeshi | <input type="checkbox"/> | Black African | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Black other (please specify)..... | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | White | <input type="checkbox"/> |
| Asian other (please specify) | <input type="checkbox"/> | Other (please specify)..... | <input type="checkbox"/> |

HEALTH AND DISABILITY

We encourage people with a disability to apply for employment. We need information regarding disabilities in order to monitor how well our equal opportunities policy is working.

Do you have any medical condition or other disability that may affect your ability to perform the duties of the post?

Yes / No (Please delete)

If yes, please give details and indicate if there are any reasonable adjustments that may be considered to enable you to perform these duties:

Please confirm whether you are a disabled person with an X in the appropriate box

Not disabled **Disabled**

CARING RESPONSIBILITIES

Do you have caring responsibilities? If yes, please tick all that apply

- | | | | |
|--|--------------------------|---|--------------------------|
| None | <input type="checkbox"/> | Primary carer of a child/children (under 18) | <input type="checkbox"/> |
| Primary carer of disabled child/children | <input type="checkbox"/> | Primary carer of disabled adult (18 and over) | <input type="checkbox"/> |
| Primary carer of older person | <input type="checkbox"/> | Secondary carer (another person carries out the main caring role) | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | |

Signature:

Date:

APPENDIX 2

Interview assessment form

Kemerton Early Years and Forest School C.I.C.

INTERVIEW GRADING FORM

Post Title:						
Interview Date:						
Interviewers:						
Evidence	Candidate	Candidate	Candidate	Candidate	Candidate	Candidate
Qualifications						
Experience						
Knowledge and Skills						
Person Characteristics						
Overall Impression						
Specific questions:						
Total Score						
Grade 1-10 (1 - Poor; 5 - Average; 10 - Excellent)						

APPENDIX 3**Employment reference form**

Please note that under The Data Protection Act 1998, employees are allowed access to all data on their personal files. If you do NOT wish this reference to be open to the person concerned, please tick this box:

Name of Applicant:		Post applied for:	
How long have you known the applicant:			
In what capacity do you know the applicant:			
Do you know of any reason as to why the applicant should not be suitable for unsupervised work with children? If yes, please provide further details.			
Have there ever been any allegations or concerns raised about the applicant, relating to the safety and welfare of children? If yes, please provide details of allegations or concerns raised.			
In your opinion, is the applicant reliable and trustworthy?			
Has the applicant been the subject of disciplinary proceedings during the last two years of their employment? If yes, please provide details of the allegation and the outcome of proceedings:			
What was the applicant's reason for leaving employment (if applicable)?			
If the candidate was dismissed, please confirm the reasons for the dismissal:			
Would you re-employ the applicant? If the answer is 'no', please explain why.			
Please give any further information which you think may be helpful.			

Signed:
Position and organisation:

Print Name:
Date:

APPENDIX 4
Character reference form

Name

Address

.....

.....

Tel

Email

REFERENCE

Please note that under The Data Protection Act 1998, employees are allowed access to all data on their personal files. If you do NOT wish this reference to be open to the person concerned, please tick this box:

NAME OF APPLICANT:	
POST APPLIED FOR:	
I have known the applicant for (no. of years):	
Please explain how you know the applicant	
I consider / do not consider* (delete as appropriate) the applicant suitable for unsupervised work with children?	
To the best of your knowledge, have there ever been any allegations or concerns raised about the applicant, relating to the safety and welfare of children?	
Please give any further information which you think may be helpful:	

Signed Date

Name (in capitals)

APPENDIX 5

Staff code of conduct

Kemerton Early Years and Forest School Staff Code of Conduct

Guiding principles

- The welfare of the child is paramount.
- All staff are responsible to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.

Code of conduct examples

- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding.
- Early years practitioners are responsible for nurturing and educating young children as well as providing information and support to parents.
- Early years practitioners should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues.
- Early years workers have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- All staff have a responsibility to contribute to the setting's responsibility to protect children and encourage a 'safer working culture'.
- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Managing Director any deficiency in the standards.
- If staff have concerns regarding the Managing Director or other staff members, the Whistleblowing Policy may be followed.
- When information is necessarily confidential it should only be made available on a "need to know" basis.
- Staff should dress appropriately for their job and give a positive image.
- No jewellery except watches, important rings and studded earrings.
- Except for medical reasons, employees must not take any substances that might affect their work.
- No staff should consume or be under the influence of drink/drugs during their hours of work.
- No smoking is permitted on the premises.

Best practice guidelines in relation to use of mobile phones and digital equipment

- Staff mobile phones should not be carried on the person within the setting; they should be stored in the kitchen.
- The setting's telephone number should be used as the main point of contact for staff in an emergency.
- The use of mobile phones being carried on a person or used in the setting will result in a disciplinary procedure.
- It is the responsibility of the Managing Director/ Deputy Manager to approve photographs for use on displays and for marketing purposes.

APPENDIX 6

Risk assessment form for staff without DBS check

RISK ASSESSMENT IN ABSENCE OF A DBS CHECK
To be completed by Managing Director

Name:		
Duration of employment/work experience (delete as appropriate):	Hours of work per week:	
	How many days worked per week/term/year:	
Has the individual been allocated a mentor? If yes, please provide name of Mentor:		YES/NO
Has a copy of the Safeguarding Policy been provided to the individual?		YES/NO
Has a copy of the Staff Code of Conduct policy been provided to the individual?		YES/NO
Has the individual signed receipt of above policies and has receipt been returned to MD?		YES/NO
What controls have you implemented to ensure that the individual does not have unsupervised access to children?		
Any other comments?		

I confirm that the above-named will not be left unsupervised with students for the duration of the placement/employment or until a criminal records check is received (whichever is the sooner).

Signed:Date:

APPENDIX 7
Induction form

KEMERTON EARLY YEARS AND FOREST SCHOOL C.I.C.		
Induction Programme		
Name of employee		
Start date:		
	Tick when complete	Initials of Inductor
Introduction to the team		
Emergency Fire Evacuation procedures		
Health and Safety policy		
Safeguarding and Child Protection policy		
Designated Child Protection Officer		
First Aid		
Equality policy		
Training & development		
Performance reviews - timing and structure		
Breaks and lunch		
Job description		
Contract of employment		
Hours of work		
Changes to contract		
Facilities on site		
Sickness and absence policy		
Pay reviews		
Dealing with parents		
Signed (employee)		
Signed (Inductor)		
Date completed:		