

SOUTH DARLEY AND WINSTER PRE-SCHOOL

RECRUITMENT POLICY

1 Introduction

1.1 South Darley and Winster Pre-school Playgroup (the playgroup) is committed to equality of opportunity in recruitment, selection, promotion and all other areas of employment. South Darley and Winster Pre-school Playgroup seeks to appoint the best candidate for each position. When recruiting South Darley and Winster Pre-school Playgroup will consider:

- Whether an applicant has demonstrated the necessary experience and personal capabilities that will enable him or her to fulfil the role successfully
- Whether an applicant has potential for development
- Whether an applicant is supportive of the vision and ethos of South Darley and Winster Pre-school Playgroup and its child centred approach to education
- Whether an applicant has the ability to work successfully with his or her future colleagues and whether he or she has skills which are complementary to theirs
- Whether an applicant has the necessary physical and mental resilience to withstand the rigours of working in a playgroup
- Whether an applicant is committed to safeguarding and promoting the welfare of children
- Whether the appointment is in the best interests of South Darley and Winster Pre-school Playgroup as a whole and for its future development

1.2 The Trustees of South Darley and Winster Pre-school Playgroup takes responsibility for the recruitment and selection of staff.

2 Objectives of this Policy

2.1 To ensure that all appointments are made on the basis of suitability for the post by the assessment of evidence against the selection criteria.

2.2 To ensure that all candidates are treated consistently and equitably and that candidates are thoroughly assessed.

2.3 To ensure compliance with the playgroup's Equality and Safeguarding policies and employment legislation.

3 Scope

3.1 This Policy applies to the recruitment and selection of all staff whether they will be working directly with children or not. The policy does not apply to volunteers and contractors.

- 3.2 Modified recruitment procedures apply to the appointment of temporary and part-time hourly paid staff, reflecting the nature of these appointments.

4 Principles

4.1 Awareness and training

4.1.1 Staff and Trustees involved in the recruitment and selection of staff, are responsible for familiarising themselves and complying with the provisions of this Policy and associated procedures.

4.1.2 The person responsible for recruiting for the position is required to ensure that any external advisers or recruitment agencies participating in any recruitment exercise are aware of, and comply with the playgroup's Equality and Recruitment Policies and associated procedures.

4.1.3 Staff and Trustees involved in the recruitment process should attend Recruitment and Selection training and that there is at least one person on the interview panel who has undertaken Safer Recruitment training and whose qualification is in date.

4.1.4 South Darley and Winster Pre-school Playgroup is committed to promoting equality of opportunity and in this respect employees involved in the recruitment and selection are required to maintain a positive approach towards equality of opportunity. Staff and Trustees are encouraged to attend diversity training.

4.2 Conflict of Interest

4.2.1 If a member of staff or Trustee involved in recruitment processes has a close personal or familial relationship with a candidate, they should declare this to the Chair as soon as he or she is aware of the candidate's application. In such situations, it would normally be appropriate for the member of staff or Trustee to have no further involvement in the selection process. Applicants are required to declare any close personal or familial relationships with their application.

4.2.2 If a candidate has named a member of staff involved in the selection process as a referee, the candidate will be asked to provide details of alternative referees, where practical.

4.3 Identifying Vacancies

4.3.1 Managers are required to consider the need for new, changed or replacement posts prior to seeking authorisation to fill a vacancy. The Chair may authorise the recruitment of a post within the budget agreed by Board.

4.4 Advertisement

4.4.1 Except where detailed below, permanent posts and fixed-term positions of over one year's duration must be advertised externally.

4.4.2 In the following circumstances, vacancies will not necessarily be advertised:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, (including the ending of fixed term contracts or following a restructuring exercise) or staff requiring redeployment for medical reasons or for reasons of disability.
- For temporary positions covering absence for maternity, adoption, parental, unpaid leave etc. In these circumstances if the permanent post-holder decides not to return to his/her post following his/her leave, then the post will normally be advertised.
- Where the Chair and Secretary agree that there are exceptional circumstances.
- Where the post has already been unsuccessfully advertised within the previous 12 months and the manager can demonstrate that further advertising is unlikely to be effective.
- Where experience has shown that recruitment for the type of post in question is more likely to be successful through the temporary hire of agency staff who can then apply for a permanent post with the pre-school, following the playgroup's recruitment procedure.

4.4.3 As a minimum, all posts are advertised on the pre-school's website and on the pre-school noticeboard.

4.4.4 Posts will usually be advertised in the local press and if relevant, in the national press and/or one or more appropriate technical journals and/or websites.

4.4.5 Posts will be normally advertised with a minimum of two weeks between the publication of the advertisement and the closing date.

4.4.6 All recruitment advertisements will include the following statement:

- *South Darley and Winster Pre-school Playgroup's recruitment and selection procedures reflect our commitment to safeguarding and promoting the welfare of children. A Disclosure & Barring Service check will be requested at the same time that a job offer is made.*

4.4.7 All applicants will be provided with the following:

- An application form

- A job description and person specification
- Links to the pre-school website and the relevant policies for safer recruitment, recruitment of ex-offenders and safeguarding

4.5 **Selection processes**

4.5.1 All applications should be made using the pre-school's Application Form appropriate to the position. Letters of application and CVs alone will not be accepted.

4.5.2 All recruitment processes will be based on agreed job descriptions and person specifications. Person specifications should only consist of the necessary skills, qualifications, experience and competencies required to carry out the duties of the post. Job descriptions and person specifications will underline the candidate's responsibility for promoting and safeguarding the welfare of children.

4.5.3 Applicants must be selected against the criteria listed in the person specification and within the framework detailed in 1.1 of this Policy. Notes should be taken recording the basis of selection.

4.5.4 Each interview should be undertaken by a minimum of two individuals to ensure accurate note taking and to mitigate against the possibility of prejudice or stereotyping. Telephone interviews will only be allowed to assist with shortlisting.

4.5.5 Should the interviews for a vacancy take place over more than one day, every effort will be made to ensure that the same panels interview all candidates.

4.5.6 Any assessment tests should relate to the role and the results of tests be assessed against selection criteria.

4.5.7 Interview questions should relate to the selection criteria outlined in the person specification. Wherever possible questions should help the candidate give evidence based answers. Candidates will be given the opportunity to ask questions.

4.6 **Feedback**

4.6.1 South Darley and Winster Pre-school Playgroup will give telephone feedback only to any candidate who is shortlisted for interview and who requests it within two weeks of the interview. Internal candidates will normally receive feedback in person.

4.7 **Confidentiality**

4.7.1 All applications will be treated as highly confidential by the pre-school and

circulated only to those individuals involved in the recruitment process.

4.7.2 Any data relating to recruitment and selection processes may be legally disclosed in the event of tribunal proceedings against the pre-school and staff and Trustees involved in the recruitment process must exercise due diligence at all times.

4.8 **Offers of employment**

4.8.1 Offers of employment will be subject to:

- the receipt of two references, satisfactory to South Darley and Winster Pre-school Playgroup
- verification of identity and residency
- completion of a medical questionnaire indicating that the applicant has the necessary physical and mental resilience to withstand the rigours of working in a pre-school
- completion of satisfactory annual declarations confirming continued fitness to work
- verification of entitlement to work in the United Kingdom or obtaining a satisfactory work permit and visa
- verification of original qualifications and professional status
- satisfactory completion of the probationary period and induction process

If relevant the offer of employment may also be subject to one or both of the following conditions:

- if the post involves working in a Regulated Activity or directly with children or supervising those who work in these roles, the successful applicant will be required to disclose any unspent convictions, cautions or charges and to complete any Disclosure and Barring Service (DBS) and barred person checks relevant to the role and the results of these checks must be satisfactory to South Darley and Winster Pre-school Pre-school
- continuing funding of the position by external funders

Where an applicant has lived in another country during the previous 5 years and the DBS has been unable to carry out criminal record checks in that country/tries, the pre-school may require additional evidence of suitability to work with children

4.8.2 With the exception of the Enhanced DBS disclosure, the successful applicant will not be allowed to work at the pre-school until satisfactory replies to these checks have been received. Without a returned DBS disclosure, any new employee must be supervised.

4.8.3 The Chair will make all formal written offers of employment. The Chair will determine starting salaries for staff.

4.8.4 In the determination of salaries, consideration will be given to the individual's skills, qualifications and experience and any internal comparators.

4.9 Retention of records

4.9.1 When the recruitment process has been completed, managers should ensure that all information relating to the selection process is passed to the Chair who will file it in a locked cabinet at the pre-school.

4.9.2 All papers relating to the successful candidate will be retained within that individual's personnel file (and kept in a locked cabinet at the pre-school) for the duration of their employment and for a reasonable period following the end of his or her employment. All other applications, shortlisting and interview and assessment notes will be retained for one year, after which they will be destroyed.

Revised: 14 August 2017

Signed by:

Chair of Trustees

Manager

Date:

Date:

For review: 1 September 2019