

Recruitment and Selection Policy

Clever Cloggs aims to ensure that any vulnerable people, whether children, young people or adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened and supervised.

We will:

Exclude known abusers

- People applying for a position within the Pre-school will be made aware that the position is exempt from the Rehabilitation of Offenders Act 1974.
- All applicants for work within the Pre-school, whether voluntary or paid, will be interviewed and asked to provide references. All such references will be followed up. Explanations will be sought regarding unexplained gaps in employment history of applicants or if the applicant has moved rapidly from one job to another.
- All staff and volunteers to undergo an online Enhanced DBS check and will be asked to complete and sign a staff disqualification declaration **and a disqualification by association declaration**.
- All appointments, both paid and voluntary will be offered on a short term contract.

The following is Clever Cloggs Recruitment Procedure

The Managers of the pre-school are responsible for the recruitment of suitable staff.

- When the need to recruit staff arises, vacancies will be advertised locally and open to all persons who meet the criteria of **the** position vacant.
- The pre-school reserves the right to exclude any persons with the following from applying for vacancies:
 1. convictions or charges of an offence against a child
 2. convictions or charges of certain offences, against an adult (e.g., murder, kidnapping, rape, indecent assault, assault **causing** actual bodily harm)
 3. being on the Protection of Children Act (POCA) list of persons considered unsuitable to work with children
 4. being on list 99
 5. being made the subject of a disqualifying order
 6. being made the subject of an order where a child has been removed from his/her care or been prevented from living with him/her

In such circumstances where the managers are concerned about employing any persons with a conviction they will seek advice from Ofsted on 0300 123 1231.

Selection

- All applicants to our organisation will complete an application form
- Applicants will be short-listed and invited to spend a session at the Pre-school to meet the staff and children.
- When the applicants spend time at the Pre-school it gives the employer insight into how they relate to the children and the staff.
- The applicant may be asked to complete a written observation or written task of assessment within the EYFS which is relevant to the job role.
- Applicants are then short listed for interviews.
- Short listed applicants will be asked to provide references.
- References required must include any child care settings the applicant has worked or attended placement.
- Short listed applicants will be required to provide evidence of original qualifications, not copies.
- Interviews will be held and a full history of potential employees will be checked and references sought. Appointment will be offered on condition of clearance of suitable checks, references and qualifications checked. Until such clearance no member of staff will have unsupervised access to children, put in a position where they are on their own with children, change children's clothes or enter the toilet/changing area.
- The initial job offer is conducted by phone and confirmed by letter with a probationary contract offer.
- An enhanced online DBS disclosure will be sought for all persons working directly with children.
- This disclosure will be contracted by Capita Education Resourcing (CER) who is an organisation contracted to process Enhanced DBS Disclosure applications.
- All new staff will be contracted on short term contracts. Reviews will be carried out at regular intervals to identify training needs and outline any areas for improvement.

Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested when applicant has been offered the post.
- Verification of identity will also be required, and, if appropriate, medical proof of fitness to carry out responsibilities.
- All applicants will be requested to provide evidence of ability to work in this country .i.e. passport, NI, Driving licence.

Training

- The successful applicant will receive induction training which will give an overview of the pre-school and ensure that they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis and will cover information about their role and opportunities for practising skills needed for work.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse and confidentiality will be given as a priority to new staff and volunteers and regularly reviewed.

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Supervision/ Appraisals

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support
- Every member of staff will attend reviews twice a year, where their performance, skills, motivation and expectations will be discussed. Such reviews will be recorded and copies made available to the member of staff.
- Where improvement on performance is needed, a personal development plan will be put in place and a review date set.
- All staff will have regular supervision meetings to ensure ongoing development and peer mentoring observations and feedback to ensure continual improvement.

Clever Cloggs will ensure that all staff and volunteers involved in recruitment, training and supervision are aware of this policy and have received appropriate training.