



# Recruitment Policy & Procedure

## Policy Statement

Tiddlywinks recognizes the need to meet the requirements of the EYFS for child care in relation to safe recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation. All advertising and recruitment processes will be in accordance with our Equal Opportunities policy.

Advertisements will state that the position is subject to enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme. registration with the Independent Safeguarding Authority and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as "spent" under the Act.

In accordance with Equal Opportunities, a Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants.

In line with the EYFS statutory requirements, applications will only be sought from persons over the age of 17 years.

References will be sought and checked that they demonstrate the applicant's suitability for the position once they have been short listed following the interview, and qualifications will be checked with their awarding body.

The interview process will ensure fair selection of the most appropriate candidate.

Each new member of Staff will have a job description, a staff induction pack, staff record sheet.



## Procedure

A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience will be detailed. A job description and person specification will be also sent, which will outline the responsibilities of the role.

Potential candidates will have the opportunity to visit the setting during the recruitment process.

Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications. The interview will explore a candidate's suitability for the post.

Suitable references (a minimum of 3, one of which is from applicant's current or last employer) and Health declaration checks (if required) will also be sought prior to commencement of employment

All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of pre-employment health screening.

The successful candidate will be required to complete a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

Prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left

Unsupervised with children within the pre-school and a written risk assessment will be completed.

Continued employment is subject to a satisfactory enhanced enhanced criminal records check with barred list(s) check through the DBS.

The successful candidate will be expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.



We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up-to-date for the duration of their employment with us.

A full induction will be completed within the first week of employment, which will be documented.

A performance review will take place with the new employee at regular intervals during the specified 3 month probationary period to ensure they are settling into the team and meeting the requirements of the post

An appraisal and review system is in place to support performance management.

This policy has been adopted by TIDDLYWINKS PRE-SCHOOL

*Signed on behalf of the setting by:*

..... *Owner/Manager*

*Date*.....

Review Date.....