



Recruitment and Retention Policy

Date: May 2023

Review Date: May 2024 (or when required)

Pippins Preschool recognises that recruiting and retaining suitable staff is at the heart of improving good outcomes for children. We aim to create and maintain a skilled, balanced, conscientious and committed team.

Procedure

1. Recruitment – Preparation

- Before recruiting staff, the Preschool Manager will consider the setting's current staffing structure and identify the need for additional staff;
- Management will identify if promotions can be made within the current staffing structure;
- A specification will be produced to clearly outline the skills and attributes we currently require;
- A job description will be devised outlining the roles and responsibilities and it will include specific designated responsibilities e.g. SENCO;
- Application Forms have been prepared.

2. Recruitment – Advertising

- A job advertisement will be prepared and will include a statement that the successful applicant will be subject to DBS and Reference checks;
- The job advertisement will reflect our commitment to equality of opportunity;
- The job advertisement will be non-discriminatory and will avoid any age related, gender or culturally specific language questions;
- We will advertise the job in a wide range of ways to reach different areas of the local community and surrounding areas.

3. Recruitment – Managing Applications

- Applications will be sent to the preschool manager Nicola Setford directly;
- The manager will short-list the applicants;
- All applicants will be assessed against the job criteria and this will determine who will be interviewed;

- All short-listed applicants will be informed by telephone and details of the interview process, the date, time and venue of their interview will be confirmed in writing or via email.

4. Recruitment – Interview Process

- The interviews will be conducted by the Preschool Manager, who is a qualified and experienced child carer. And either the deputy manager or another qualified member of staff acquainted with the applications and the roles and responsibilities of the job on offer. We will try where possible to ensure that all persons stated above are available to interview every applicant;
- The interview will consist of a tour of Pippins Preschool followed by a formal interview;
- All candidates will be asked the same questions, all of which are designed to reveal candidates' attitudes towards children and young people and their ability to support the setting's agenda for safeguarding and promoting the welfare of children;
- The interviewers will review the candidates;
- We will contact the successful candidate by telephone offering them the role. If they accept the role a formal job offer will be given in writing;
- We will inform the unsuccessful candidates in writing;

Prior to appointment of the selected candidate the following checks will be made:

- Original qualifications will be checked for authenticity;
- Photographic evidence of identity will be checked;
- Candidates will be asked to confirm that they are fit for the job;
- If applicable, their right to work in the United Kingdom will be checked.
- Two references will be sought, one of which will be from the most recent employer;
- If references have not been received after two weeks, another request will be made to the referee
- If staff member has to start working at the preschool before their references have arrived due to shortage of staff members, they will not be allowed to be left with the children unsupervised;
- If references cannot be supplied after several attempts, the staff member will have to leave the setting;

DBS Checks

- All candidates are required to disclose whether they have a conviction;

- All candidates must disclose if they live with a person who has been disqualified from working with children;
- All staff, long-term students and volunteers will be subject to an Enhanced DBS check;
- DBS checks will be carried out on the successful candidate. Records to demonstrate that checks have been made will be recorded in staff files; disclosure number and date of issue will be recorded. The staff member will not be allowed to be left alone with the children, change nappies or assist children with toileting until the DBS Check has cleared;
- Adults will not have unsupervised access to children unless a DBS Disclosure has been completed.

Induction

- An induction plan is in place to ensure that new staff are aware of all Policies and Procedures, along with how the setting runs;
- The induction training will be completed by the Preschool Manager and/or Deputy Manager;
- There is an induction process in place for students and volunteers; a mentor system is used to support such staff.

Job Descriptions

- Job descriptions are formulated in line with our Equal Opportunities Policy and accurately reflect the requirements of the job;
- Job descriptions will be reviewed annually through our appraisal process, changes can be jointly agreed.

Appraisals and Supervisions

- Pippins Preschool's formal appraisals will be carried out after the 6 months' probation period;
- Supervision reviews will be carried out once a term, the main aim of this is to identify training needs and to provide a safe space for staff to disclose any concerns about children's welfare;
- The details and discussions of the meetings will be written up and objectives will be set. Staff will sign;
- Appraisals and reviews are designed to identify training needs of the adults in the setting and how this information feeds into the Continuing Professional Development for the setting.

Continuing Professional Development

- Staff are kept up to date with training and staff development. We keep a record of all staff member's qualifications and training and will refer back to this regularly to check if any members of staff need to update their essential training, such as food hygiene, safeguarding and paediatric first aid;

- Staff meetings are held regularly to ensure everyone is up to date on their knowledge of the Policies and Procedures;
- Additional training needs are identified during staff supervisions and appraisals;
- Staff are informed that they can view a list of training courses of cpdonline.theeducationpeople.org. If there is a course that interests them they can request a space with the manager;
- Through our collaboration, we regularly attend training courses and workshops.

Salary Scales

- A clear salary scale system is in place which recognises both experience, qualifications and work load.

Disciplinary Procedure

- Disciplinary Procedures are in place and are kept up to date with employment legislation;
- Details of these procedures are set out in the Staff Disciplinary and Grievance Policy which can be found on our website pippins-preschool.co.uk or in the folder in the hall.

Grievance Procedure

- A clear grievance procedure is in place and is kept up to date with employment legislation;
- Details of these procedures are set out in the Staff Disciplinary and Grievance Policy which can be found on our website pippins-preschool.co.uk or in the folder in the hall.