

Recruitment policy

Safeguarding the children is paramount and we will take every step to ensure the wellbeing and protection of the children attending Little Learners Day Care.

- Before we advertise a job vacancy we will look at our staffing structure to see what would the new team member be doing? And why do we need a new team member? Will it make business sense? From this we decide on the level of qualification needed.
- We will advertise jobs with early years and childcare services, local newspapers, job websites and internally.
- All staff, volunteers, and students undergo a rigorous interview process. We ensure that the structured recruitment process is followed and that all references are taken up, gaps in employment are queried and evidence of relevant qualifications and experiences are recorded, should an interviewee not be able to provide these documents or valid reason as to why we cannot obtain the required information unfortunately they would not be offered employment.
- We will follow guidelines from the sex discrimination act 1975, equal pay act 1970, race relations act 1976 and the disability discrimination acts to ensure we follow our equality and diversity policies when recruiting new staff members as we will not discriminate against any persons on the grounds of: age, sex (including pregnancy and maternity), disability, race age, gender, religion sexual orientation etc..
- We will provide the interviewees with an application pack which includes a full job description which includes: person specifications, job title, purpose of the job, who they report to, responsibilities and any additional requirements information, an application form, and a health declaration form.
- We will send application packs via email, post or applicants can collect from the nursery.
- Once we have received all application forms back, we will then go through our short listing process, we do this by using our job description and persons specification criteria. We follow our equality and diversity policy. we take our time going through the forms we look out any unexplained gaps in their employment history and reasons for leaving, make sure they have at least 2 reference contact details, 1 of which must be the last employer, we contact the references when doing our shortlisting if the applicant has said it is okay to do so, if not we do it after the interview, we send out forms but also follow at least one of them up by contacting them by telephone, sickness leave and that there are no concerns with the health declaration (medicines etc..) any concerns around the person working with children.
- We will then invite the successful candidates for an interview. The interview is carried out by 2 members of staff (1 being the Owner or Manager). The 2 members of staff take it in turns to ask the questions while the other writes the answers. This is so we can fully focus on the candidates answer and ask then to explain further if needed or re-ask the question in a way they understand. When the candidate arrives the owner or manager introduces themselves and they are shown around the setting, offered a drink and explained to how the interview process is

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going to happen, what the time scale is and that they will hear from us if they were successful or not successful.

- Once all interviews are done, we short list the best through a scoring system and contact references. The candidates that are successful are invited in for a practical session with the children, we ask them to plan an activity (for which ever age group the job is for) and the team in the room will observe and feed back to the manager (with regards to interaction, children's reactions, how appropriate the activity was, if they use their initiative if the activity was not going right or the children got bored etc...)
- Then we make our decision from the practical notes. We inform the successful candidate by telephone and ask them to come in for an induction week whilst we collect DBS enhanced information, further personal details, go through the contract, collect all photocopies of training and qualifications, proof of identity, proof of entitlement to live and work in the UK, they will receive an induction booklet which includes: staff structure, contact numbers, policies and procedures, how to deal with discrepancies and grievances, when, who and how to phone in if ill, child protection and safeguarding guidelines, who the officers are (behaviour, SENCI/INCO, DSL etc..)
- The successful candidate will not be left under any circumstances with any children, be allowed to take children to the toilet or do nappies until we have received a DBS, or if they have a DBS and are on the update service, with their permission we will check their DBS before allowing the candidate to do any intimate times (nappy, toilet time) and all of the original documents have been seen.
- The successful candidate will be on a probation period for up to 3 months with 1:1 support meeting every 4 weeks on the last support meeting we will then put the person on a 6 month contract if we are happy that the person is suitable, if they are not suitable then we terminate their contract (these steps are written in their employment contract).
- For what happens with a positive DBS, see our DBS policy.
- We often have students and volunteers in the nursery who are given the same induction process. We request that all students and volunteers have a DBS from their college/university/company, except for school students. All student and volunteers are never left alone with any children, they are not permitted to change nappies or take children to the toilet.

This policy was reviewed and updated January 2025 by Vicky George Manager *V. George*

Proofread by Elaine Burnett Managing Director

Next review due January 2026