

Recruitment and Retention Policy

AIM

We are committed to recruiting, appointing and employing staff in accordance with relevant legislation.

No applicant will be rejected on the grounds of age, gender, sexuality, class, means, family status, disability, colour, ethnic origin, culture, religion or belief.

The staff at the Knowle Nursery welcomes students and on work experience and volunteers. We give high regard to make sure the health, safety and welfare of the student/volunteer has been considered. We take into consideration the students age, experience, maturity and any factors from information we have about the student.

This policy is in accordance with Regulation 19 of the Management of Health and Safety at Work Regulations 1999.

ADVERTISING

- A position will be advertised in the local community eg. Park Mead e-bulletin / EYFS forum – Surrey CC / Posters in village
- Full employment history and qualifications – CV document required upon application
- References from at least one previous/current employer and one personal reference (see Nursery Practitioner reference document)
- The advert will state that appointment is subject to DBS checks and references
- Previous experience and relevant qualifications will be considered before appointing anyone

INTERVIEWS

- Suitable applicants will be invited to attend an interview on the premises with the owner and manager
- Applicants will be required if applicable to bring their certificates of qualifications with them
- Candidates will be asked to work alongside the staff and with the children in a morning session (candidates will not be left alone with the children or accompany children to the toilet)

OFFERING THE JOB

- The suitable candidate will be given an offer of employment SUBJECT to acceptable references (at least 2 and DBS check). Manager or owner to sign the recruitment checklist template
- The candidate will be given the DBS form with the guidance notes
- The employee will be subject to an induction period of half a term

MONITORING DBS CHECKS

- Owner to pay for initial checks and staff to pay yearly (reimbursed £13.00) to keep certificates live



- Manager to check DBS numbers online every September and update the staff information form to outline when the checks have been made
- Manager/Deputy to check owners number online

<https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>

Photocopies will be kept in Personal profile in the locked file of DBS

All disclosure information will be stored and disposed of in accordance with the DBS Code of Practice.

VOLUNTEER/WORK EXPERIENCE PROCEDURE

- Information on the student/volunteer will determine whether they need more support with carrying out the tasks. Additional precautions may have to be put in place
- Prior to student/volunteer commencing work experience, they will be invited to be shown round the nursery setting
- Current policies and procedures in place are designed for adults, therefore the tour of the nursery will include an induction aimed at the level of the young person as they are inexperienced and may lack an awareness of danger
- Fire procedures, health, hygiene and nursery rules will be pointed out on the tour
- Hours of work will be discussed together with a start and end date.
- Where to store personal belongings, where to access drinking water and where toilets are located
- Student will be appointed a 'BUDDY', a member of staff who will be responsible for giving the student information and the student can relate to
- Student/volunteer given time for questions
- Member of staff to fill in with student/volunteer a risk assessment form
- For volunteers, Child Protection/Safeguarding questions asked – BY ASSOCIATION
- Volunteers will be asked for 2 references and complete a DBS check. Checks will be undertaken as with all staff prior to starting

