

Safe Recruitment and Induction



Grass Roots Nursery Group: Safe Recruitment and Induction Policy and Procedure

Purpose:

To outline the procedures for recruiting and selecting staff at Grass Roots Private Day Nursery, ensuring the hiring of qualified and suitable individuals who share our commitment to child welfare.

Key Principles:

- **Fair and Inclusive:** The recruitment process will be fair, inclusive, and free from discrimination.
- **Qualified and Suitable Staff:** We will seek to recruit staff with the necessary qualifications, experience, and skills.
- **Safeguarding and Welfare:** We will prioritise safeguarding and promoting the welfare of children throughout the recruitment process.

Procedures:

- 1. Job Posting:**
 - Advertise job vacancies through appropriate channels, including online job boards, local newspapers, and professional networks.
- 2. Application Process:**
 - Require applicants to complete an application form and provide necessary documentation.
 - Review applications and select qualified candidates for interviews.
- 3. Interviews:**
 - Conduct structured interviews to assess candidates' skills, experience, and suitability for the role.
 - Ask consistent questions to ensure fair comparison of candidates.
- 4. Pre-Employment Checks:**
 - **Conduct pre-employment checks, including:**
 - References (following the guidance set)
 - Enhanced Disclosure and Barring Service (DBS) check
 - Medical fitness verification
 - Verification of qualifications
 - Eligibility to work in the UK
- 5. Offer of Employment:**
 - Make conditional offers of employment pending successful completion of pre-employment checks.
 - Provide new hires with a job description, person specification, and nursery policies.

Additional Considerations:

- **Equal Opportunities:** Ensure that the recruitment process is free from discrimination on any grounds.
- **Safeguarding:** Prioritise safeguarding and welfare of children throughout the recruitment process.
- **Training:** Provide new hires with necessary training and induction.
- **Retention:** Implement strategies to retain talented staff and create a positive work environment.

By following these procedures, we aim to attract and select the best possible staff for Grass Roots Private Day Nursery, ensuring the highest quality care for our children.

Procedure: Recruitment and Selection

Purpose:

To outline the step-by-step process for recruiting and selecting staff at Grass Roots Private Day Nursery, ensuring a fair, efficient, and inclusive process.

Steps:

1. Job Posting:

- Advertise the job vacancy on relevant job boards, social media platforms, and professional networks.
- Clearly state the job title, responsibilities, qualifications, and experience requirements.
- Specify the application deadline and how to apply.

2. Application Review:

- Establish a deadline for receiving applications.
- Review all applications and select qualified candidates based on their qualifications, experience, and suitability for the role.
- Use a standardised application form to ensure consistency and ease of comparison.

3. Shortlisting:

- Create a shortlist of qualified candidates based on their application materials.
- Consider factors such as qualifications, experience, and alignment with the nursery's values.

4. Interviews:

- Schedule interviews with shortlisted candidates.
- Develop a structured interview guide with questions that assess candidates' skills, knowledge, and suitability for the role.
- Conduct interviews in a professional and welcoming environment.
- Take detailed notes during the interviews to aid in decision-making.

5. Reference Checks:

- Obtain references from shortlisted candidates.
- Verify the references to confirm the candidate's qualifications, experience, and suitability for the role.
- Follow up on any concerns or inconsistencies raised in the references.

6. Pre-Employment Checks:

- **Conduct necessary pre-employment checks, including:**
 - Enhanced Disclosure and Barring Service (DBS) check
 - Medical fitness verification
 - Verification of qualifications
 - Eligibility to work in the UK
- **Obtain written consent from the candidate for these checks.**

7. Offer of Employment:

- Make conditional offers of employment to the selected candidate, pending

successful completion of pre-employment checks.

- Provide the candidate with a job offer letter outlining the terms and conditions of employment.

8. Onboarding:

- Welcome new hires and provide them with necessary information and training.
- Assign a mentor to support new hires and answer any questions.
- Conduct regular check-ins to monitor progress and provide feedback.

Additional Considerations:

- **Diversity and Inclusion:** Ensure that the recruitment process is inclusive and promotes diversity.
- **Accessibility:** Make the application process accessible to all candidates, including those with disabilities.
- **Documentation:** Maintain accurate records of the recruitment process, including applications, interview notes, and reference checks.
- **Review and Evaluation:** Regularly review the recruitment process to identify areas for improvement and ensure it remains effective.

By following this procedure, Grass Roots Private Day Nursery can attract and select qualified and suitable staff who are committed to providing high-quality care and education for children.