

Recruitment and selection Policy

Policy Statement

The Olive Garden Nursery is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The nursery is also committed to providing a supportive and working environment for all its staff members. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out checks for criminal and other records through the Early Years Disclosure and barring service in accordance with statutory requirements.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

The aims of the policy are as follows:

To ensure that the best possible staff are recruited

To ensure that all job applicants are considered equitably and consistently

To include compliance with all relevant guidance including the (DfES) in safer recruitment and selection in education settings and code of practice.

Procedures

Recruitment and selection procedure

When a vacancy does arise the named person will be notified. First opportunity for employment will be offered to part time existing staff internally who have the relevant capability, capacity and qualification to do the job. If that is not successful then the advert will be placed on indeed.

New Applications

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. If it is decided to make a offer of employment following the formal interview process, any such offer will be conditional on the following:
the agreement of a mutually acceptable start date and signing of a contract incorporating the nursery's standards and conditions of employment, the receipt of two references (one of which should be from the most recent employer) and the receipt of a satisfactory DBS check. A disqualification by association form also must be completed by all staff to ensure staff are fit to work with children.

Interview Panel

Interview panel will consist of at least two people for a teaching position. This will consist of two senior members of the nursery institution. A member of the trustee will be invited to join the process. Where there is a conflict of interest with the member of the interview panel and interviewee, a neutral person will be carrying out the interview instead. This will not apply to for non-teaching jobs where recruitment is at the discretion of the management staff.

Internal Interviews

If there are more than one existing employees' applying for the vacancy then an interview process will take place, and the most suitable candidate will be offered the position.

If there are existing employees applying for a promotional job then the employee must make a new application, and if short listed will go through the full interview process.

All applicants are subject to a three-month probationary period, about which they will be notified to prior to signing the contract. During the probationary period if there are reasons to terminate the contract, by either the employee or the nursery there is one-week notice period to be worked. The nursery also reserves the right to extend this probationary period to six months should be deemed necessary.

Vetting and staff selection

We adhere to equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. All staff have job descriptions which set out their staff roles and responsibilities.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

We use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS for staff and volunteers who will have access to children.

We keep all records relating to employment of staff and volunteers, demonstrating that checks have been done, including the date and number of the enhanced DBS check.

All staff must provide evidence of identity, address and qualifications e.g driving licence, passport, utility bill, national insurance.

Retention and security of disclosure information

The nursery's policy is to observe the guidance issued and supported by DBS check on the use of disclosure information. In particular, the nursery will store disclosure information and other confidential information about staff in secure cabinets, access to which will be restricted to specific members of staff.

We will retain records of staff for no longer than 12 months after the termination of contract.

The staff member will be responsible for paying for the DBS, and the update service. If staff are unable to pay the amount up front then this will be deducted from their salary.

Retention of records

If the applicant is appointed, the nursery will retain any relevant information provided on their application form. If the applicant is unsuccessful, all documentation relating to the application will be confidentially destroyed.

CCTV

The manager will have full access to the CCTV on her personal phone. This person will have an enhanced DBS carried out before they are employed for this job.

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

Signed on behalf of The Olive Garden Nursery

Issue 5: Amendment December 2014

Issue 6: Amendment December 2014

Issue 7: Amendment June 2015

Issue 7: Reviewed September 2016

Issue 8: Amendment March 2018

Reviewed October 2019

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