

## Recruitment and Retention Policy



### Policy statement

We recognize that recruiting and retaining the right staff is at the heart of improving outcomes for children. We aim to create and maintain a skilled, balanced, conscientious and committed team that reflects the diversity of the people we serve.

### Procedures

#### Recruitment –preparation

- [ **The Pre-school Leader reports to the management committee at each meeting providing details of the numbers of children registered, and numbers attending at each session. This determines the staffing levels, and identifies if additional staff are required.**
- [ **If a new member of staff is required, the skills and attributes are closely looked at, ensuring the new position will be clearly understood and the job description will be correct.**
- [ **Application forms will be prepared, with an explanation that the post would be exempt from the Rehabilitation of Offenders Act 1974, and have a signed statement that the applicant is not on the list 99. (see Employment and Staffing Policy)**

#### Recruitment-advertising

- [ **A application for the position will be prepared by the management committee**
- [ **Our equality of equality and opportunity policy will be included**
- [ **The post will be advertised through our newsletter, local schools, local press, job centres and posters, with a closing date for application**

### **Dealing with applications**

- [ **The management committee will be responsible for collecting applications**
- [ **The core committee along with the Leader will review all applications and produce a short list if required, based on the position criteria**
- [ **The Chairperson will be responsible for informing successful applicants of the interview process, along with a date, time and venue for a interview**

### **References**

- [ **At least two written references will be requested from each applicant, one being the most recent employer**
- [ **References will be sought and obtained directly from the referee by the management committee**
- [ **All references will be requested prior to an interview wherever possible**
- [ **References will be objective and scrutinised before a new appointment is made**

### **Interview process**

- [ **The interview will be formal**
- [ **The interview team will comprise of the Chairperson, and treasurer, along with the Leader**
- [ **They will be aware of their responsibilities, the applications and the roles and responsibilities of the position**
- [ **Questions will be designed to reveal candidates understanding of children's learning and development within their early years**
- [ **Candidates will be given scenarios of child protection, behavioural and safeguarding issues**
- [ **Candidates will be observed interacting with children, over a short period of time**
- [ **All candidates will be asked the same questions and follow the same agenda**
- [ **The interview team will be aware of their legal obligations with reference to relevant legislation, e.g. Disability Discrimination Act**

### **DBS Checks**

- [ **All candidates are required to disclose whether they have a current conviction**
- [ **Successful applicants are required to apply for a DBS check, and provide details.**

- [ **Adults will not have unsupervised access to children until an enhanced DBS disclosure check has been received**

#### **Job descriptions and contracts**

- [ **Job descriptions will be formulated in line with the equality of opportunities policy, and will accurately reflect the roles and responsibilities of the job**
- [ **Job descriptions will be reviewed annually by the management committee, through the appraisal process**
- [ **All employees will be given two copies of their contracts to sign within two months of starting employment, one copy will be retained by the committee, and one by the employee. Contracts will be reviewed and changes made if required.**

#### **Induction**

- [ **An induction development plan will be drawn up and monitored by the leader within the first six months of employment**
- [ **Induction will be based on the Common Induction Standards, this sets out what new staff should know and be able to do within the first six months of starting work**
- [ **The Leader will mentor new staff**
- [ **Inductions for students and volunteers will also be provided**
- [ **All staff members will be provided with an Employee Handbook, this includes, employees rights, policies and procedures, safeguarding, standards and health and safety**

#### **Appraisals**

- [ **Staff appraisals take place annually, but for a new member of staff they will take place each term for the first year. Appraisals are reviewed six monthly, to review actions and objectives. Wendy Lloyd will appraise each staff member, and the Chairperson will appraise the Leader.**
- [ **Appraisals will identify training needs and the professional development of Pre-School**

#### **Supervision**

- [ **Each member of staff will attend a planned Supervision session each term. The aim of which is to support each member of staff, and to encourage reflective practice and development. Wendy Lloyd is responsible for supervision.**

#### **Training**

- [ Training and development plans are discussed with the management committee. The CPD brochure is made available to all staff, and training needs are discussed with the leader.
- [ A qualification/training audit ensures that core training is in place for all staff members, and identifies when it needs to be updated
- [ Dates and times of training are recorded, and cover for staff is put in place if required
- [ The leader ensures that training reflects the professional development of pre-school

#### **Salary**

- [ The Treasurer holds a clear written salary scale which recognises both experience and qualifications
- [ Salary scales are reviewed annually by the Management Committee taking into account minimum wage levels

#### **Disciplinary/grievance procedures**

- [ Disciplinary/grievance procedures are in place and are kept up to date by the Management Committee
- [ Details are made available in contracts of employment

#### **Volunteers**

- [ Volunteers including committee members are provided with information about their roles and responsibilities, from the Chairperson and Leader
- [ The leader supervises volunteers at all times, valuing and respecting their contributions

#### **Students**

- [ All students undertake a induction, and have unsupervised access to children, unless a DBS is in place
- [ The Leader Mentors and supports students

#### **Staff, student and volunteers records**

- [ All staff records are kept secure in a lockable cabinet, along with student and volunteers details
- [ Staff records include, name, address, contact numbers, qualifications, training, appraisals, recruitment information and health declarations and any other information.

**(See also Employment and Staffing Policy)**

This policy was adopted at a meeting of  
Held on  
Date to be reviewed  
Signed on behalf of the management  
committee  
Name of signatory  
Role of signatory (Chairperson)

Little Explorers Pre-School

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Chairperson

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