



Recruitment and Selection Policy

Adams Fothergill Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment; therefore the aim of this policy is to set out the minimum requirements of the recruitment process to:

- Attract and select the best possible applicants for vacancies
- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people,
- Meet statutory requirements of the Equality Act 2010,
- Treat all applicants fairly and clearly.

Recruitment and Selection Procedures:

We are vigilant in our recruitment procedures and follow this procedure each and every time we recruit a new member to join our team.

Identification of recruiting panel:

- We have a minimum of two people on our recruiting panel. These people are involved in each step of the recruitment process.
- At least one member of the panel will have attended training in safe recruitment procedures.

Advertising:

- We use the Brighton & Hove local authority job vacancy service to advertise any vacancies **and/or** local reputable newspapers and websites.
- All our adverts include a Recruitment and Selection Policy statement, which gives an overview of our Equal Opportunities Policy and Safer Recruitment Procedures.

Job application pack / recruitment materials:

- Any person enquiring about the post will be supplied with a job application pack, which as a minimum, will include:
 - job description and person specification
 - an application form,
 - an outline of the selection process,
 - a copy of the Recruitment and Selection Policy.
- All applicants must complete, in full, an application form. CV's will not be accepted as an alternative to the application form.

Short-listing:

- We shortlist all candidates against the person specification for the post.
- We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Interview stage:

- Interviews will be **face to face if safe to do so. During the Covid-19 pandemic, interviews may be held online. A face to face meeting will always be held before the position is offered to a candidate.**

- A minimum of two people, usually the directors, will sit on the interview panel. Both will be involved in the overall decision-making.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence) and also produce documents to prove they are eligible to work in the UK.
- At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of childcare.
- Candidates will be given a score for their answers.
- Candidates will always be required
 - to satisfactorily explain any gaps in employment,
 - to satisfactorily explain any anomalies or discrepancies in the information available,
 - to declare any information that is likely to appear on a DBS disclosure,
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- Each shortlisted candidate will be asked to take part in a practical exercise which will involve spending time in a particular age group in the setting interacting with the children, staff and where appropriate parents.
- The interviewers will then select the most suitable person for this position based on these scores and their knowledge and understanding of the Early Years Framework as well as the needs of the setting.
- Each candidate will receive communication from the setting stating whether they have been successful or not.

Employment checks:

- The successful candidate will be offered the post subject to at least two references from previous employment (one being their last job) or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.
- Referees will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Referees will always be asked specific questions about
 - the candidates suitability for working with children and young people,
 - any disciplinary warnings, including time expired warnings that relate to the safeguarding of children,
 - the candidates suitability for the new post.
- The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check whether that be via a new enhanced DBS check or an existing Update Service check. This will be initiated before the member of staff commences work and they will not have **unsupervised** access to any child or their records before this check comes back clear.
- In addition to the above, the taking of photographs of any child, looking at their learning journal or changing their nappy will not be undertaken by any new member of staff without an up to date enhanced DBS (whether supervised or not).
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

**Induction:**

- For all new staff, a clearly written and structured induction programme is in place. The programme includes training, shadowing and opportunities to read and discuss the setting's policies and procedures.
- The induction programme sets out what new staff members will cover before beginning work and during the probationary period.
- All new staff will be allocated a buddy/mentor who will introduce them to the way in which the setting operates.
- Throughout the probationary period, all new staff members will receive regular meetings with the manager and their mentor to discuss how it's going and identify any further training and development needs.

References:

Equality Act 2010 - www.legislation.gov.uk/ukpga/2010/15/contents