**Busy Bodies Child Care Centre Ltd**

**Recruitment and Retention Policy**

Busy Bodies recognises that recruiting and retaining the right staff is at the heart of providing a quality learning experience for children. We use robust safer recruitment practices to ensure we promote the safeguarding and welfare of children. We aim to create and maintain a skilled, balanced, conscientious and committed team that reflects the diversity of the people we serve.

We are an equal opportunities employer. We provide equal opportunities and are committed to the principles of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability. We will apply employment policies that are fair, equatable and consistent with the skills and abilities of our employees and the needs of the business.

This then ensures that children receive an education from appropriately qualified staff and that our teaching and childcare standards meet the Statutory Framework for the Early Years Foundation Stage.

**Responsibilities of the Employer**

It is an offence under Section 76 of the Childcare Act 2006 to employ someone who is disqualified from working with children.

Section 39 of the Childcare Act 2006 places a legal duty to ensure that adults looking after children or having unsupervised access to them are suitable to do so and have appropriate qualifications, training, skills and knowledge. We endeavour to meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006

Procedures

Staff involved in the recruitment process should be aware of their responsibilities under the relevant legislation. The setting aims to secure quality of opportunity in all its activities and in this respect all staff should remain a positive attitude towards equality of employment.

If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant they must declare this as soon as they are aware of the individuals application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.

Documentation relating to applicants will be treated with the up most confidentiality and in accordance with the Data Protection Act. Applicants will have the right to feedback and to access any documentation held on the in accordance with the Data Protection Act.

At all times Busy Bodies recruits staff in line with the Ofsted Statutory Framework for the Early Years Foundation Stage of which a copy is available on request.

As a minimum all the positions will normally be offered within the setting otherwise positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local publications. Internal advertisements should appear for a minimum of 7 days and external advertisements should appear door a minimum of 14 days.

Our job applicants always include a statement that the post is exempt from the Rehabilitation of Offenders Act 1974 and that a Disclosure and Barring Service (DBS) enhanced disclosure will be required for the successful candidate. The advertisements that our setting has a commitment to a culture of safeguarding children and to promoting equality of opportunity for all. We encourage applications from under represented groups in the community.

Careful consideration is given to where the advertisement for the job is placed so that the highest amount of people can access it.

Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding theory suitability for the role. To this end relevant background information may be helpful and may be requested before the interview stage.

The selection process will be:

* Transparent
* Timely and cost effective
* Equitable
* Free from conflict of interest

All staff interviews will be made up of at least two people normally Julie Boddey and one other member of staff.

All recruitment will be based on an agreed job description and where relevant person specifications. Recruitment and selection must be conducted as evidence based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skill, competencies, experiences and qualifications to perform the role outlined in the person specification. All decisions must be recorded.

Short listing must be undertaken by at least two individuals who are involved in the interviewing process. Interviews should normally be conducted by at least two people and all interviews for the same post must be conducted by the same people. In order to promote equality of opportunity selection committee should, wherever possible, be a mixture of ages, races, genders, etc.

Any skills tests (e.g. presentations) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any skills test when they are invited for an interview.

**Induction**

We provide staff induction training for all new staff, students and volunteers in the first month of employment.

An Induction Plan is in place for new members of staff which ensures they are provided with the essential knowledge and skills that workers need in their job role.

New employees performance will be monitored against their job description, and any identified training needs and other specific issues will be addressed well before the end of the probationary period. This period can be extended if necessary.

The initial part of the induction includes the Safeguarding and Child Protection Policy, Whistle Blowing Policy, Health and Safety Policies including emergency evacuation procedures, equal opportunities policy and a detailed tour of the setting.

If requested a mentor or buddy scheme can be arranged to support the new member of staff.

**Appraisals and Supervision**

We ensure that all staff have access to regular supervision meetings and appraisals.

Managers will supervise the work of staff on a day-to-day basis so that staff are able to work as effectively as possible. Staff are encouraged to supervise each others performance and create an environment where we can support each other.

Formal supervision meetings will happen monthly with the two managers alternated who leads the meeting. These meetings will have a core focus e.g. child protection, equal opportunities, developmental folders, etc ad also discuss important issues. It is also a place where staff members can talk privately with the managers about concerns, suggestions or issues they may have. The supervision meeting will also give the manager opportunity to feedback on the members of staff performance and offer following information: reference number, date of issue and the name of the counter-signatory, will be recorded in the staff file and kept securely in the setting.

If the DBS check reveals any convictions, cautions or police information we would seek guidance from Ofsted’s helpline and / or the Local Authority without revealing the identity of the candidate.

DBS checks cannot be relied upon solely to ensure that the successful candidate is suitable to work with children, so we believe it is important to use other evidence such as Health Declarations (including existing conditions and known allergies and any medication needs), ID checks and written references as well.

**Job Descriptions, Contracts and Records**

 All staff and volunteers are given job descriptions on their first day which accurately sets out their roles and responsibilities. These job descriptions are reviewed annually through the appraisal process and updated if necessary.

All job descriptions are formulated in line with the Equal Opportunity Policy and accurately reflect the requirements of the job, including the responsibility to safeguard and promote the welfare of children.

All employees are given two copies of their job description to sign (one to keep at home for reference and one to keep in their folder). These are rewritten if there is a change in staff responsibilities, manager, hours of work, rates of pay or any other conditions.

Staff are advised to take home and carefully read the staff handbook which outlines the settings discipline, grievance and whistle-blowing policy.

Information about a new employee’s probationary period is clearly communicated to them.

All records relating to staff, students and volunteers are kept securely at the setting and are current and accessible.

Records will be retained for a specified time then disposed of appropriately.

**Identity Checks and References**

We ask all short-listed candidates to bring appropriate original identity documents such as a passport driving licence, national insurance number and proof of address which is not less than 3 months old to their interview.

We ask all candidates to bring their original qualifications certificates with them as well.

We are legally required to ensure that the successful candidates is eligible to work in the UK. Foreign nationals must have appropriate asylum and immigration checks before being offered employment.

At least two written references will be sought, one of which must be from the most recent employer.

Email references will be accepted as long as these are from a recognised email e.g. pre-school or school.

All references will be scrutinised before an appointment is confirmed and before the candidate begins their employment; not to do so potentially puts children at risk.

**DBS and Other Checks**

It is an offence under Section 76 of the Childcare Act 2006 to employ someone for childcare provision who is disqualified from working with vulnerable groups of people, including children and young people. This refers to staff, students and volunteers.

Existing staff and volunteers must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Adults will not have unsupervised access to children unless and Enhanced Disclosure has been returned and is clear of any convictions.

**Interview Process**

The interview team will be aware of their roles and of their legal obligations with reference to relevant legislation e.g. Disability Discrimination Act. Interviewers will be made aware that notes made during interviews must be objective as candidates may ask for copies through a request under the Freedom of Information Act.

They will be well acquainted with the applications and the roles and responsibilities of the job on offer. Ideally at least one member of the interview panel will have attended “Safer Recruitment” training.

The task and / or questions will be designed to reveal candidates attitude towards children and young people and their ability to support the settings agenda for safeguarding and promoting the welfare of children.

Hypothetical questions will be avoided and there will always be a questions to test the candidates knowledge of child protection.

Probing interview questions will be used to assess skills and knowledge, but also to explore attitudes and motivations for working with children.

Incomplete answers will prompt further questioning. However, any gaps in employment or other areas of concerns on the application will definitely be explored in interviews.

Interview questions must relate to the job requirements as exampled in the person specifications and the candidate’s suitability for the position. The person specification should be used as the basis for determine the interview questions.

The choice of appointee will be determined by the majority view of the interviewers.

At the end of the recruitment process all records must be handed to the manager who will retain them for six months in case of requests for feedback support or guidance when necessary.

**Training**

We recognise that we have a responsibility to monitor training needs of staff and to facilitate their access to appropriate training. If staff attend training during the opening hours of the setting we ensure that there are adequate staff to maintain adult:child ratios, and to meet the minimum qualifications required.

Records of attendance on training attended will be kept by the settings leader and stored securely in the setting.

Staff will be responsible for keeping their own staff file up to date with photocopies of their training certificates.

Staff who have attended training will have the opportunity to disseminate training to the rest of the staff team. This is encouraged and they will be expected to determine how the training will impact on the practice and on outcomes for children.

We will endeavour to support staff to improve their qualifications levels wherever possible.

**Disciplinary and Grievance Procedure**

Our disciplinary procedure is in line with current employment legislation and is designed to encourage employees to reach the highest standards of conduct and to be fair and effective when dealing with disciplinary matters.

Our grievance procedure is in line with current employment legislation and we aim to settle grievances quickly and fairly.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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