



## LITTLE ACORNS PRE-SCHOOL

### POLICIES

#### **Safe Recruitment Policy & Procedure**

##### **Statement/Aim**

This policy is to ensure:

- The efficient and effective recruitment of staff
- Legislation in regard to recruitment is adhered to
- Applicants are treated fairly, consistently and courteously
- Recruitment and selection decisions are based on merit alone
- Appointment of suitably qualified and skilled employees
- Appointment of employees who will not endanger or put at risk young children

Little Acorns Pre-School provides a staffing ratio in line with the Welfare Requirements of the Early Years Foundation Stage. All staff are appropriately qualified and have the appropriate clearance to work with young children (DBS check).

Little Acorns Pre-School will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience.

No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, this Pre-School will comply with the DBS Code of Practice, Vetting and Barring Scheme and Data Protection Act when receiving

such information. We will consider all of the circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000 and the Rehabilitation of offenders Act 1974, The Education Act 2002, and the Race Relations Act 1976 (amended) Regulation 2003 and the Employment Equality Regulations 2003, Age Discrimination Act 2006 and section 76 of the Childcare Act 2006

### **Prior to Advertising**

**Job Descriptions** - Before advertising the post, the current job description will be reviewed and amended as appropriate and necessary. If there is no job description then one will be drawn up.

**Personal Specification** - This will identify qualifications, skills and attributes required within the post. These will be identified through interview, references and application form. Consideration will be given to experience and qualifications gained abroad and of skills acquired during periods out of paid employment.

**Contracts** - Little Acorns Pre-school offers several types of contract and it will be stated in the advertisement which contract is available: Permanent - for a specified number of hours; Temporary - where we require staffing for a limited period of time, for example to long term sickness, this would be reviewed on a week by week basis; Fixed term - the date on which the contract terminates would be specified. All employees would be required to complete a self-medical assessment form, DBS disclosure or to provide DBS Update Service details so that Little Acorns Pre-school can re-check their DBS status online and provide proof of National Insurance Number.

### **Advertising**

In the interests of Equal Opportunities the setting will ensure that all job vacancies are advertised in appropriate places (such as local newspapers, colleges, public notice-boards and Job Centres) to attract applicants from all of the community.

Wording of the advert will communicate clearly the organisations specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.

Advertisement - the advertisement will include the post title, salary, key duties and functions of the post, skills/knowledge/experience/qualifications needed to undertake the post, whether permanent or temporary, hours, closing date, interview date, how to apply and contact details. It will also include reference to the requirement of a DBS check.

### **Applications**

Application details will be sent out within 2 days of request, either by post or email. The application pack will include a covering letter, application form, job description, person specification, self declaration form, notification of date of return and interview date. Late applications will only be considered by prior arrangement or due to exceptional circumstances at the committee's discretion.

## **Short-listing**

The short-listing panel will consist of 2 or 3 persons, including a member of the committee (usually the Chair) and the Manager of pre-school and an advisor from Family Services if necessary. When short-listing, the panel will establish the applicant's full employment history and medical suitability. Short-listing will be made against the job description and person specification using a points system for each candidate. Any gaps in the applicant's history will need to be accounted for. Little Acorns may search the internet to find out any relevant information regarding applicants. The quality and accuracy of the information given in the application form will also be considered.

## **Interviewing**

Little Acorns pre-school will shortlist candidates against the job specification, inviting them to attend an interview by telephone, letter or email (where possible), giving 7 days notice. It will do all in its power to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination.

## **General Interview Information**

### **Interviews**

You will usually have a panel interview and an assessment / activity.

### **Panel Interview**

This is a structured interview, conducted by a minimum of two people which will normally consist of a committee member, the Manager and or Business Manager and a representative from Family Services if necessary.

You must bring all of the required identification and eligibility documents with you to interview.

You will be asked questions relevant to the role, and it is likely that you will be asked some competency-based questions; specific examples of work you have undertaken, or situations you have experienced.

### **Assessment/activity**

Along with a panel interview, an assessment or activity is designed to assess your suitability for the role. It can include a practical, presentation, test, role play etc. Below are details of different types of assessments that we may use, but further details will be provided where appropriate.

### **Presentation**

You may be given the presentation subject in advance and asked to deliver it on the day. Alternatively you may be advised of the topic on the day and given time to prepare for it in advance of presenting it to the panel.

### **Ability Tests**

We use a range of ability tests such as teaching a small group of children or in tray exercises, typing tests etc.

## **What are competencies?**

### **Behavioural competencies**

Outline the expected standards of how someone performs their role and the behaviours they use to undertake the activities and tasks.

### **Functional competencies**

Role specific, job-related skills and knowledge.

Qualifications, training or other requirements

Details of training / experience required in order to meet the minimum criteria of the role.

## **How do competency-based questions differ from "normal" questions?**

### **Normal interviews**

Also called unstructured interviews, this is essentially a conversation where the interviewers ask a few questions that are relevant to what they are looking for but without any specific aim in mind other than getting an overall impression of you as an individual. Questions are fairly random and can sometimes be quite open.

For example, a question such as "What can you offer our organisation?" is meant to gather general information about you but does not test any specific skill or competency. In an unstructured interview, the candidate is judged on the general impression that he/she leaves; thus the process is likely to be more subjective.

### **Competency-based interviews**

Also called structured or behavioural interviews, this is more systematic, with each question targeting a specific skill or competency.

Candidates are asked questions relating to their behaviour in specific circumstances, which they then need to back up with concrete examples. The interviewers will then dig further into the examples by asking for specific explanations about the candidates' behaviour or skills.

A helpful approach to preparing yourself for a competency interview is known as the STAR approach. The STAR model is a particularly good structure on which to build your responses and will provide an effective way to structure your thoughts.

- Situation - what was the context/situation
- Task - what was required of you in terms of aims, objectives and challenges
- Action - what did you do (not your colleagues)
- Result - what happened/what was the outcome of your actions

Your interview may consist of a combination of 'normal' interview questions and competency based interview questions.

## **Interview Procedure**

**Please note, the recruitment process has deemed to have started as soon as you enter the school grounds and until you leave it. Your conduct during the whole of this period will be considered.**

- The Chair of the interview panel will greet each candidate on entering the interview room, giving the names of the interviewers, explaining the process and notes will be made to help the recruitment process.
- The panel will request to see identification and eligibility docs and original certificates for qualifications held. If identification cannot be produced then the interview will be terminated.
- The panel will take it in turns to ask questions (already selected).
- The candidate will be given a chance to ask questions.
- Little Acorns are committed to safeguarding children and therefore any gaps in your history will need to be accounted for.
- Anything that you have detailed in your Criminal Convictions and Disqualification Declaration will be discussed with you and we will seek advice regarding this.
- At the end of the interview the panel will check that the candidate is still a firm applicant and willing to accept the post if offered.
- The panel will thank the candidate for attending and will advise them how the decision will be conveyed.

The successful candidate will be notified (reminded that the post is subject to DBS, medical declaration and references checks and offered on the basis that the information that they have supplied throughout the recruitment process is correct).

Candidates who are unsuccessful will be notified and offered feedback, if necessary giving the reason for rejection by referring to interview notes.

All documentation relating to the unsuccessful applicants (forms, interview notes etc) will be retained for 6 years and then destroyed.

## **References**

- References will be sought prior to interview. References can be obtained by email, providing that the panel are happy that the email address is a genuine workplace email address. References will not be accepted or obtained from personal email addresses.
- Two written references will be obtained, one, if possible, from a current employer. References brought to the interview by the candidate will not be accepted.

## **Pre-Employment Checks**

These will be made on all successful candidates:

- References (see above)
- Identity Documents seen and copy taken.

- DBS check or DBS Update Service re-check (Number and date will be recorded on Single Central Record)
- Medical Form for supervisor to be sent to doctor/Ofsted. Self medical declaration for other members of staff.
- Qualifications - an original certificate should be seen and copies made to retain on the personal file.
- The Asylum and Immigration Act 1996 states that successful candidates will be required to produce a National Insurance Number from a P45 or other relevant documentation.
- Work Permits where applicable
- Notification to Ofsted if it is the supervisor who has been recruited
- Internet Search Engine check on details given

**Working whilst awaiting DBS certificates and basic safeguarding training**

New practitioners are able to start work prior to satisfactory DBS certificates being received and during this time the policy that will be followed will be that the new practitioner or staff member:

- **will always be supervised**
- **will never be left alone with children**
- **Will not undertake intimate / toileting responsibilities.**

**All employees' personal files should include**

- Completed Application form including Criminal Convictions and Disqualification Declaration
- Two reference checks
- Employee and volunteer registration form
- Induction checklist
- Copies of qualification certificates
- Medical self-declaration form
- Copies of work permits / eligibility to work in UK docs / ID

This policy was adopted at a Committee meeting of Little Acorns on:

Signed ..... on behalf of the Committee

Role of signatory (e.g. Chairperson ) .....

UPDATED: October 16

REVIEWED: APRIL 2016

REVIEWED: SEPT 2016

REVIEW DATE: APRIL 2018

