

# **Birdwood Nursery Recruitment and Employment Policy**

## **1. Policy Statement**

We are committed to providing the best possible care and learning to all children at Birdwood Nursery. We are also committed to ensuring a positive, supportive working environment to all member of staff, volunteers and student placements. The setting recognises that to achieve these aims, it is fundamental that attraction, recruitment and retention is critical, and that these staff also share the same commitments.

The aims of Birdwood Nursery are to:

- To ensure the best practice and recruitment of staff is based on their qualifications, experiences and suitability for the position;
- To ensure that all applicants are not treated unfairly on any grounds including, race, colour, gender, nationality, ethnic or national origin, religion or religious beliefs, sex or sexual orientation, marital or civil partner status, disability or age;
- To ensure the setting meets its commitment to safeguarding and promoting the welfare of children by carrying out the necessary pre-employment screening including checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements, where appropriate;
- To ensure compliance with all relevant employment law surrounding recruitment and selection.

## **2. Procedure**

### **2.1 Assessment, Selection and Screening of Staff**

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection;
- All our staff have job descriptions, which set out their roles and responsibilities
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage, or civil partnership;
- We follow the requirements of the Early Years Foundation Stage and OFSTED guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes:
  - Obtaining references and checking their legitimacy
  - Evidence of the qualification certificates
  - Evidence of Right to Work documentation
  - A satisfactory enhanced criminal records check with barred list(s) check through the DBS.
  - Before interviewing a check on social media.

### **2.1.1 Disclosure and Barring Service (DBS)**

- Where an individual is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate, to ensure that it does not reveal any information that would affect their suitability for the post;
- We keep all records relating to the employment of our staff and volunteers;
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated, following the correct internal procedures.

### **2.2.1 Notifying OFSTED of Changes**

- We inform OFSTED of any changes to our Registered Persons (trustees/director(s)/owner(s) of our provision) and/or our manager.

## **2.1 Student Placement**

Qualifications and training make an important contribution to the quality of care and education. As part of our commitment, we may offer placements to students undertaking relevant qualifications/training. We aim to provide students experiences that will contribute to the successful completion of their studies and provide examples of quality practice in early years care and education.

- The Nursery Manager ensures that students meet the 'suitable person' requirements;
- The Nursery Manager discusses the aim of the placement with the student's tutor prior to the placement commencing. The expectations of both parties are agreed at this point;
- The good character of students under 17-years-old is vouched for by the establishment that places them, the Nursery Manager must be satisfied that all relevant checks have been made;
- Students do not have unsupervised access to children;
- Students and apprentices who are undertaking L3 or above may be counted in ratios if the setting manager is convinced that they are suitably experienced;
- Employed trainee staff over the age of 17 may be included in staffing ratios if deemed competent;
- Staff working as apprentices (aged 16 or over) may be included in staffing ratios if deemed competent;
- Public liability and employer's liability insurance is in place that covers students and voluntary helpers;
- Students are aware of the setting's Confidentiality and Client Access to Records Policy;
- Student induction includes how the setting and sessions are managed, and policies and procedures, in particular safeguarding, confidentiality and health and safety;
- Appropriate members of staff co-operate with students' tutors to assist them in fulfilling the requirements of their course of study;

- The setting communicates a positive message to students about the value of qualifications and training;
- The needs of the children and their families always remain paramount and students are only admitted in numbers that do not hinder the work of the setting;
- The Nursery Manager ensures that students and trainees on placement are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.