



RECRUITMENT & SELECTION POLICY

Our Mission Statement

Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
December 2019	S. MADARI
February 2021	S. MADARI
February 2022	S. MADARI



Purpose of Policy

The Nursery takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all workforce members, students and volunteers to do the same. The aim is to ensure that all people working with children are suitable to do so and the Management Team are therefore extremely vigilant when recruiting new employees or workforce members to join our team.

“This policy is in compliance with part 3 of Keeping Children Safe in Education”

Recruitment in relation to the practitioner role.

The procedure is as follows:

- The Nursery Manager and any other members forming the recruitment/selection/interview panel must have Safer Recruitment training.
- The Nursery uses the Bolton Start Well vacancy advertising facility as well as our website and other reputable sources when advertising any vacancies.
- The advertisement and job description always contain a safeguarding and safer recruitment statement, regarding the Nursery's commitment to safeguarding and promoting the welfare of children and young people.
- All applicants will be required to complete an application form and will then receive a letter or email from the Nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive an email inviting them to interview and will have their references checked before attending an interview.
- The interview will be of 2 parts – a practical interview, in which the applicant will be provided with a task to carry out pertinent to the role that they are applying for and a formal interview. The task that will make up the practical interview will be shared with applicants at least 3 working days before they are asked to attend.

During an interview, applicants will be asked to prove:

- Their identity (passport or photocard driver's license)
- Relevant qualifications (certificates)
- Eligibility to work in the UK (official paperwork)
- Their criminal history (disclosing anything that will/may show up on an enhanced DBS)
- Detailed enquiries will also be made regarding any gaps in their employment history.
- The Nursery Manager and at least one other person will be present at interview although it will be made clear that the final decision regarding employment will remain with the Board of Trustees at all times.
- Each applicant will receive communication from the Nursery stating whether they have been successful or not.

Starting work

- The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an **enhanced** DBS check.
- New employees or workforce members will not be allowed unsupervised access or be able to provide intimate care to any child until they have received their DBS check paperwork.
- New employees or workforce members will undergo an induction period (4 weeks) during which time they will read and discuss the Nursery's policies and procedures and receive a mentor who will introduce them to the way in which the Nursery operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered. All new employees and workforce members, regardless of their role will be expected to complete a probationary period of 3 months, after which time the Board of Trustees/Manager will review their work and suitability to the setting. If needed, this probationary period can be extended to 6 months.
- All employees or workforce members must give 4 working weeks' written notice when resigning or making any changes to their working times or conditions or to their role at Taqwa Nursery. (Holidays and INSET days are not counted in this time period)
- All Discretions for working conditions and concessions must be reviewed on a termly basis.
- If management require any employee or workforce member to reduce, increase or change their hours in any other way then the workforce member will be informed of this in writing 2 weeks prior to day on which the change will take effect.
- Any employees or workforce members in the following positions: Manager, Deputy Manager, SENDCo, Supervisors or Room Leaders, must give half a

terms' written notice when resigning from their role. (Holidays and INSET days are not counted in this time period).

- All employees and workforce members will attend termly supervision meetings as well as an annual 'ongoing suitability interview' as part of their annual appraisal and are responsible for notifying the Manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the Nursery. Employees or workforce members will face disciplinary action (at the least) if they fail to notify the Manager within a reasonable time scale.
- This policy will be used in conjunction with the Nursery's Safer Recruitment in Education Procedures (as filed in the Safer recruitment folder).

Recruitment in relation to students, apprentices and volunteers

Students

- When enquiring about work experience or apprentice role at the setting, it is a requirement that this be done through the school/college or university that the student is attending via a formal letter, phone call or email containing relevant letter heads and signatures. Emails and letters will then be followed up by the Manager/Deputy Manager confirming all details.
- Students will be assigned a mentor, and all students must check in with their mentor for expectations of the day at the start and end of each session.
- Students will never be left alone with the children at any given time. They will not lead any sessions unless this is the instruction of their mentor and the mentor is present to observe, assess and step in if necessary.
- Students must wear their student ID badge at all times whilst on-site.
- Before a student can take up placement at the setting, they must complete, sign and return the student statement of particulars, and any other relevant information that has been asked for by the Management team - A student must not begin their placement until their file has been propagated and all paperwork has been finalised. They must also complete induction 1 with their mentor before their first session.
- The Manager/Deputy Manager/Mentor will sign relevant documents that a student brings with them at the end of their session, checking that all information is correct.

Apprentices

- When enquiring about work experience or apprentice role at the setting, it is a requirement that this be done through the school/college or university that the student is attending via a formal letter, phone call or email containing relevant letter heads and signatures. Emails and letters will then be followed up by the Manager/Deputy Manager confirming all details.

Recruitment and selection policy

- Apprentices will be assigned a mentor, and all Apprentices must check in with their mentor for expectations of the day at the start and end of each session.
- All Apprentices will be employed on a fixed-term contract and will be paid an apprentice wage. If the apprenticeship is not completed within the fixed-term contract, an extension can be agreed upon if this will be mutually beneficial to both the setting and the Apprentice.
- Apprentices will only be able to carry out certain tasks under strict supervision by their mentor and these must be signed off via observation and assessment twice, before the apprentice will be deemed competent to continue with the task without further supervision. This judgement will lie with the mentor, Manager or Deputy Manager only.
- All apprentices will be given their complete entitlement to the off-the-job hours as described by law. If an apprentice has key children that they are responsible for, PPA will be assigned additional to off-the-job hours.
- As described in the contract of employment, management reserves the right to place an apprentice on short time working or temporary layoff if there is a requirement to do so. The management team are extremely aware that an apprenticeship is dependent on fixed number of hours worked and so will only take this action as a last resort and only in a manner where it is a requirement to protect the business.
- Due to safeguarding and welfare requirements as described by the EYFS, Taqwa Nursery strives to ensure that every apprentice continues with their apprenticeship until they complete a full and relevant level 3 qualification. Apprentices who decide to stop at level 2 will undertake an employment review with the Manager/Deputy Manager and the Board of Trustees.

Volunteers

- All volunteers will require an enhanced DBS before starting at the Nursery and will be expected to complete Safeguarding Level 1 at a minimum before they begin
- Before a volunteer can take up placement at the setting, they must complete, sign and return the volunteer statement of particulars, and any other relevant information that has been asked for by the Management team - A volunteer must not begin their placement until their file has been propagated and all paperwork has been finalised. They must also complete induction 1 with their mentor before their first session.
- Volunteers will be required to sign in and out in the office like all other workforce members
- They will at no point be left alone with the children or be allowed to support in children's intimate care
- Volunteers will be assigned to staff in the room on a daily basis, they must shadow and remain with the assigned staff members during their time in session

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