

# **RECRUITMENT POLICY**

Little paws Nursery provide a staffing ratio in line with the Welfare requirements of The Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staffs are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

We use the following ratios:

Children 2-3 years – 1 Adult to 4 children,

Children 3-4 years – 1 Adult to 8 children.

A minimum of 3 staff are on duty at any one time

We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person regularly discusses the child's progress with the parent/carer.

We hold half termly staff meetings to undertake curriculum planning and to discuss all the children's progress, their achievements and individual needs that may arise.

Vetting and staff selection.

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

All staff has job descriptions which set out their staff roles and responsibilities.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

All applicants are required to complete an application form. C.V's will not be accepted on their own.

Once application forms have been received they will be short listed against the job description and specification of the post.

All applications will be scrutinised for gaps in employment or training, any concerns will be followed up at interview.

All references will be taken prior to the interview if available.

Successful candidates will be offered the position, subject to satisfactory references and DBS checks.

Only written references will be accepted. Once written references are received, the manager will telephone the referrer to thank them for their response as a means of confirming the reference.

All newly appointed staff are subject to a six month probation period (see staff induction procedure).

We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and reference number of the enhanced DBS check.

Ofsted are informed of any staffing changes to the management of the setting.  
Induction of staff

We provide an induction process for all staff, volunteers and students in order to fully inform them about the setting, the families we serve our policies and procedures, curriculum planning and daily practice.

We have a written induction plan for all new members of staff, volunteers and students. The induction period is over 6 weeks for new staff and 2 weeks for volunteers and students. There is an induction checklist in place, which is completed over the probation period.

During the induction process the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the 6 months probationary period.

### **Performance management**

All staff are required to have annual appraisals and mentoring meetings on a regular basis.

Additionally staff observations take place to support them in their professional development.

Training development plans are drawn up at appraisals and meet both the needs of the nursery and the individual.

Signed.....Manager/Owner

Dated: September 2015

Review date: September 2016