



## **ROMPERS PRIVATE NURSERY**

### **STAFF RECRUITMENT POLICY**



#### **Policy Statement:**

At Rompers we aim to attract the best candidate possible for any available positions within the nursery. We aim to ensure that applicants are treated fairly and equally throughout the nursery's recruitment process and that our recruitment process helps lead to positive experiences and outcomes for our service users. We will provide references to other employers requested on behalf of an employee (or former employee) in a timely manner and will provide clear information on suitability.

#### **Aims of this Policy:**

- To ensure recruitment procedures follow the Care Inspectorate's safe recruitment guidelines.
- To ensure recruitment procedures carried out are fair and are compliant with all relevant legislation.
- To help ensure we recruit the best candidate for the position taking into account their qualifications, experience, abilities and suitability for the position.
- To ensure we provide all candidates the best possible chance of recruitment by treating them fairly and by not discriminating against applicants ie an applicant having convictions is not necessarily a barrier to their employment.

#### **Procedures:**

- An advert for any vacancies will be placed either in the local newspaper or on an online recruitment website.
- All applicants are to provide a C.V and fully completed job application form. This enables management to review qualifications, relevant experience, skills and personal attributes.
- An interview date will be agreed and will be held with two members of the management team.
- Management will conduct a SSSC registration search and retain the verification print. (or any other relevant regulatory body).
- Following successful interview and initial registration checks, two employment references will be requested. One must be from the applicant's existing employer or most recent.
- An "acceptance of job offer" declaration will be issued to the applicant; detailing hourly rate, hours of work, proposed start date and offer of employment subject to receipt of satisfactory references, PVG clearance and satisfactory SSSC registration checks.

- After acceptance of job offer is received, all unsuccessful applicant letters will be issued.
- Following receipt of satisfactory references, an induction date will be arranged with the applicant. During the induction day, time will be spent in the nursery interacting with both staff and children within the rooms. Romper's Induction Training Pack will be "walked through" with the applicant along with Romper's Contract of Employment terms and conditions and staff handbook. A mentor will be appointed.
- Following job offer acceptance receipt, management will submit an application for either a full PVG or PVG update to Angus House.
- On their agreed start date, Rompers Full Contract of Employment will be issued to the new staff member, along with their personal copy of the Staff Handbook and their annual leave holiday record.
- A digital staff file will be created, this will hold the following information; Staff File Contents Checklist, Interview Record, CV, Application Form, SSSC registration check printout, Bank Mandate, Emergency Contact Details Form, Job Offer Signed Acceptance Declaration, 2 x References, Copy PVG Certificate, 2 x ID Docs (Photo ID & Address confirmation).
- Once the new staff member has started, management will support new staff member in completing SSSC registration, this will be done following the three-month probation period. Evidence from all staff will be needed to ensure SSSC registration has been notified of staff member's change of work-place if already registered.
- During the three-month probationary period, the new member of staff will be supported by their allocated mentor. During this period the Induction Training Pack must be fully completed. Monthly review meetings will be held between the new staff member, their mentor and a member of management.
- Following satisfactory completion of the 3 month probationary period, a probationary review meeting will be held between the new staff member and a member of management to review progress and sign off completion of the Induction Training Pack, thus formalising permanent offer of employment.

**Monitoring:**

- Management will ensure they are following the above procedures when recruiting staff
- The staff file checklist will be reviewed weekly until fully completed to ensure timely management and control of recruitment paperwork.
- Any unsuccessful applicant interview forms will be kept on record.
- Any complaints regarding this policy will be addressed by management as per our complaints handling procedures.
- This policy will be reviewed annually.

**Review:**

| Date        | Management | Track of Changes |
|-------------|------------|------------------|
| August 2021 | P. Guthrie | none             |
|             |            |                  |
|             |            |                  |

Parents will be asked to register at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.

Designation: Owner/Manager

Date:

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Review:**

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_