

5.2 Staff Recruitment Policy

A high adult: child ratio is essential in providing good quality pre-school care.

In our rooms:

- The ratios for the setting are one adult to every four children for two year olds (exceptionally, one adult to every five two year olds) and one adult to every eight children for those children three and over.
- Our key person system ensures that each child and family has one particular staff member who takes a special interest in them, forms a relationship with the child and family, shares information and plans for the child's individual needs and interests, and supports and enhances their learning development. In the absence of a child's key person we implement a buddy system.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any areas of concern.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- Staff members must disclose any convictions, cautions, court orders, reprimands and warnings before and during their employment with Anthony Roper Pre-school and Kindergarten CIO. A disclosure must be made to their Line Manager/Chair of the Committee in writing.
- Staff training meets all statutory requirements. In addition we aim to ensure that at least half of our staff hold a NVQ (or equivalent) Level 3 qualification, and staff attend regular Continuing Professional Development training to keep up to date with changes within the Early Years.
- Our Pre-school's budget includes an allocation towards training costs.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Advertising

A position will be advertised internally and externally using local resources. Job vacancies are advertised through Indeed, our Website and social media platforms. An application form and Job description are sent out to all applicants, together with a self-disclosure form and our recruitment privacy notice. The advert will state that we are a safer recruitment employer and will require two references prior to employment. The appointment is subject to enhanced DRB Checks. We will always appoint the best person for the job and will treat all applicants

fairly. Previous experience and relevant qualifications are considered before appointing anyone.

Interviews

Suitable applicants will be invited for an interview on the premises with the Senior Management and Members of the Committee (if applicable). Applicants will be required to bring relevant certificates of qualifications, as well as photo ID and any current DBS certificates (if on the update service). Part of the interview will be spent in the childcare rooms being observed interacting with the children (under supervision).

Following successful interview, applicants will be asked to visit the Pre-school for a trial session.

Offering the Job

If a candidate is suitable, they will be made an offer of employment in writing, subject to acceptable references and DBS checks.

If reference checks are acceptable and the DBS is still being processed, the applicant may commence employment, however, he/she will not be left unsupervised with the children, may not accompany any children to the toilet or attend to any child's personal needs until the DBS disclosure has been granted.

The employee will be given an initial induction into the Pre-school with the Pre-school Manager.

Each new employee will start on a three month probation period, where he/she will have regular meetings with a member of the senior management team to discuss personal performance.

This policy was adopted at a meeting of the Pre-school held on: 13/03/13

Signed on behalf of the Pre-school (Chair)

Reviewed ...June 2024