



## **Early Education & Childcare**

### **Recruitment & Staffing Policy**

#### **Aims:**

→ To ensure that all applicants are judged on merit and that BS3 Community Development acts as an equal opportunity recruiter and employer.

→ To ensure that all adults involved in the organisations Early Education & Childcare Services (including employees, volunteers and students) are appropriate, suitable and sufficiently qualified to carry out work with young children (including receipt of an appropriate induction period).

→ To ensure that the organisation meets all EYFS statutory requirements in relation to staffing and recruitment.

#### **Recruitment Process**

If it is deemed that the organisation needs to recruit a member of staff to work within Early Education & Childcare the following process will be followed.

- The current job description will be reviewed or a new description created if needed.
- A decision will be made as to whether a new role will be advertised externally or internally.
- The post will be advertised in appropriate locations, including our website, notice board and social media. This advertisement will include details of any essential or desirable skills/qualifications/experience.
- Potential applicants will be provided with the job description and candidate profile before applying.
- All applicants will be required to complete an application form in full and return this by the specified closing date. Applicants will be given an opportunity to inform the organisation of any specific requirements they have in relation to accessing an interview.
- Applicants will be shortlisted for interview based only upon their ability to meet the specified requirements listed in the candidate profile. At least one reference will be obtained prior to interview and a second plus a verbal check of candidate will be collected before any offer is given.
- Shortlisted applicants will be invited to interview – the organisation will endeavour to be flexible in relation to dates and times, but this may not be possible in every case.

- Each applicant will be asked the same set of interview questions and, if applicable, will be set the same work based tasks. A minimum of two, but normally three, senior staff will conduct the interview.
- The successful applicant will be selected, based only upon their performance during the interview and tasks. Each candidate's response will be scored by each interviewer using a scale of 1-5 against the candidate profile (as detailed on the interview template). Interviews will include values based questions.
- All employment offers will be confirmed in writing by the Executive or Associate Head of Early Education & Childcare.
- At least one member of the panel will have safer recruitment training.

## **Suitability Checks**

When applying for any position relating to Early Education & Childcare, applicants are required to disclose any information relating to convictions, cautions, court orders, reprimands or warnings (as per EYFS 3.11 page15) Successful applicants will always be informed that new positions are subject to a 6 month probationary period, a clear DBS check and 2 suitable references. DBS checks apply to all positions which involve working in regulated activity with children.

Records of DBS disclosure reference numbers, evidence of qualifications, copies of references and ID documents are held on individual staff files, along with records of home addresses and contact information. After 6 months, DBS evidence is shredded and only the number and date remaining.

From September 2012, the responsibility for checking the suitability of the manager moved from OFSTED to the registered person. BS3 Community Development has a specific recruitment and suitability process for the Executive Head position. Peter Bird, Trustee is the registered and nominated person.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) (exceptions) order 1975, but the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. If an employee has any new convictions or cautions it is their responsibility to check to see if they are protected (and therefore do not have to be disclosed) and also their responsibility to disclose them if they are not protected. All members of staff are actively asked to confirm their understanding of this when agreeing their mentor meeting records.

## **EU, International and UK Nationals who have Lived Abroad**

A DBS check only relates to records held in the UK. Therefore in addition to a DBS check, all applicants who have lived abroad are required to provide us with a Police check/Certificate of Good Conduct from their home country (with a certified translation into English if necessary). Further guidance can be found at the DBS website.

## **Qualification Levels**

Almost all positions across our Early Education & Childcare services have minimum qualification requirements. Most positions require a qualification which is listed on the 'Early Years Foundation Stage Qualification List' at level 3 or above. In 2014 the list was updated and increased requirements were placed on all leadership roles in order to safeguard and build on existing quality and ensure the settings development is supported by suitable knowledge and understanding. For leadership roles there is an expectation that the post holder will have, or be working towards, a relevant graduate

level qualification, and for the nursery class lead role QTS/EYTS is an essential requirement.

## **The Living Wage**

BS3 Community Development has a commitment to become a 'Living Wage' employer, paying the 'Living Wage Foundation Living Wage'. Pay is reviewed annually by the Board of Trustees, and where it is deemed financially viable, the objective is to consistently close the gap between the lowest paid roles in the organisation and the Living Wage Foundation figure.

## **Induction**

All new members of staff are provided with induction into their role and receive an induction pack, which introduces essential information and policies/procedures. They are also provided with information about the values, beliefs and practices which exist across our family services.

## **Staff taking medication/other substances**

'Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children' (EYFS 3.17) BS3 Community Development employment policies list 'being under the influence of alcohol' as an example of gross misconduct, and therefore in the event of this occurring the most likely outcome for the individual would be dismissal.

'If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice'. (EYFS 3.17) In this situation the organisation will only permit employees to work directly with children, if medical advice confirms that this is appropriate. Any staff medication which is brought onto the premises will be stored securely, out of the reach of children. This will be asked at 6- 8-week supervision.

## **Students & Volunteers**

The organisation receives regular requests for volunteer and student placements. It is acknowledged that these placements can be beneficial to both the student/volunteer and the centre and that offering placements is in keeping with the centre's charitable aims. Unfortunately, not every request for a placement will be successful, factors affecting this include; the workload involved in managing a placement, the number of other existing placements, the qualification level and the apparent suitability of a candidate.

### **Students**

Occasionally the organisation will contact training providers regarding specific opportunities, however, approaches regarding student placements will be considered at other times too. We encourage students to make direct contact with us, as we believe that this is an important element of the key skills involved in learn to eventually gain employment. In the event that a placement is offered an agreement is signed in relation to basic expectations for conduct.

### **Volunteers**

Occasionally the organisation will advertise for volunteers for a specific role, however volunteer applications will be considered at other times too. All potential volunteers are required to complete a volunteer application form, and in the event that a placement is offered an agreement is signed.

Both volunteers and students are required to provide the following information:

- Name, address and telephone numbers.
- Contact details and any related documentation from their school/college/university if applicable.
- A copy of their student DBS check and/or completion of a DBS check through BS3 Community.

Student and volunteer placements may be terminated at any point if there is a failure to meet the basic requirements set by, and agreed with, BS3 Community Development.

**Related documentation:**

BS3 Community Development Employment Policies  
Contingency arrangements for staffing  
EYFS Statutory Requirements 3.9-3.18  
05. Child Protection Policy  
16. Continuing Professional Development Policy

*Reviewed: October 2020*