



# TIGGERS

## Preschool Balcombe

## Recruitment Policy

### Policy Statement

Tiggers Preschool will always strive to recruit the most professionally able and suitable employees for vacant positions. The safeguarding and welfare of children in our care is of paramount importance, and our recruitment process is vigorous in its ability to protect children from those persons who may harm them.

The policy and procedures detailed below are designed to ensure that all candidates are provided with an equal opportunity of gaining employment with the preschool whilst maintaining the security of the children entrusted to our care.

### Procedures

Tiggers Preschool will make decisions of suitability using evidence obtained from at least two references, details of their full employment history, qualifications and interview. Potential employees must also agree to a DBS check, which includes a Protection Of Children Act list/List 99 check. Any offer of employment will be dependent on the results of the DBS check. Tiggers Preschool will have regard to any requirements made under the Safeguarding Vulnerable Groups Act 2006 and the introduction of the Vetting and barring scheme for those working with children in September 2010.

### Recruitment process

- If a vacancy emerges, the Supervisor and the Chair/Co-Chairs of the Tiggers Preschool Management Committee will discuss what requirements should be met for the role.
- The Chair/ Co-Chairs of the Tiggers Management Committee will set out what is required and will authorise the recruitment of the position.
- Vacancies will be advertised via the Tiggers Preschool website, relevant social media pages, groups, reputable recruitment services, reputable local media (where relevant) with posters in the local area, and with the Early Years' service with WSCC.
- All job advertisements will clearly state the role is subject to DBS checks.
- Candidates will be required to provide at least two references.
- Candidates will be required to provide details of their full employment history and qualifications.
- Applications will be reviewed by the supervisor and Chair/Co-Chairs.
- Suitable candidates will be invited for a face-to-face interview with the Supervisor and/or Chair/Co-Chairs. Candidates will be sent an interview confirmation template to confirm the interview.
- A copy of the Pre-Employment Check form will be sent to candidates in order to obtain references. Where possible, references should be checked before an interview takes place.
- The Supervisor and Chair/Co-Chairs will interview the candidate.
- During an interview, applicants will be asked to provide documentation showing proof of: their identity (passport or photocard driver's license), relevant qualifications (certificates), eligibility to work in the UK (official paperwork), and their criminal history (disclosing anything that will show up on a DBS).
- The Supervisor and Chair/Co-Chairs will decide on suitability and will offer the role, subject to references and DBS check.
- All relevant information pertaining to a successful candidate offered a position (e.g. CV, typed interview notes, offer letter, contract) will be saved in a folder named for the individual saved in

Dropbox/ Tiggers Preschool HR/ Current Employees.

- The successful candidate will be sent an offer letter, contract, DBS Check requirements, Staff Guidelines, Staff Handbook, Employee Details form, Welcome Pack and Job Description. They will also be sent a P46 where required.
- All job offers are conditional, subject to DBS checks, and this will be stated in any offer letter.

### **Discrimination**

Tiggers Preschool actively operates an equal opportunities employment policy, seeking to offer employment without discriminating against an individual's:

- Gender or sexual orientation
- Age (notwithstanding the legal limits for employment)
- Disability
- Race, colour or creed
- Religion, ethnicity or culture

### **Recruitment Appeals**

The committee will immediately investigate appeals from applicants on the grounds of discrimination, the findings of which will be formally presented to the aggrieved party.

### **Starting Work**

New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.

New members of staff will undergo an induction period (of three months) during which time they will read and discuss Tiggers Preschool policies and procedures and receive a mentor who will introduce them to the way in which the preschool 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.