

SAFER RECRUITMENT POLICY



Objective

This policy is designed to safeguard, protect and promote the welfare of all children, staff and vulnerable adults.

Tree Tops Day Care is committed to follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff, volunteers, students and agency staff to share this commitment.

Our Procedure is as follows:

- Advertise jobs in accordance to safeguarding statement.
- Ensure all candidates are aware they will need an enhance DBS disclosure with an up-date service
- CV's to have current address and contact details
- CV's to be checked for gaps of employment or addresses and experience
- Application form must be filled in prior to the interview
- 2 references to be sent by us one must be from last employee
- Application forms to be thoroughly checked and candidates made into short list system.
- Allow candidates to discuss or share relevant information at an early stage
- An invitation for an interview with all the information detailed that they will need to bring along, including two forms of photo id
- A face to face interview process with two members of management present, any gaps or details that we require more information on from their application will be addressed
- Recruitment shortlist form will then be completed by all the management team
- The short list candidates will then be invited for an experience day working within the room alongside the staff, this is only available when we have received references and have their photo id and DBS.

- We then ask for feedback from the staff and senior staff on their performance within the room and with the children.
- Decisions will then be made. Letters to the candidates will be sent out and an offer letter stating job description and date of induction.

Induction procedure

Once offered a position the staff member will then be on a 6-month probation period. During this time the staff member is trained in all areas and have completed a full induction programme.

Our induction programme is carried out by Karolina Solly. This is to ensure all our policies and procedures are thoroughly read through and explained to the staff member and that they have the opportunity to discuss anything that they do not understand.

Documents given to the staff member during their induction are:

- ☐ Tree Tops Day care Policies and Procedures
- ☐ Staff details form
- ☐ Personal information form/ emergency contacts
- ☐ P46 form if required

The induction programme also includes showing and observing the staff member using the correct procedure for:

- ☐ Fire evacuation procedure
- ☐ First Aid
- ☐ Food safety procedure
- ☐ Our Security system and procedure
- ☐ Safeguarding and child protection
- ☐ a nappy change
- ☐ parents' verbal handovers
- ☐ made aware of our responsibilities:

SENCO/ Inclusion Co-ordinator- Jade Fisher

Behaviour management officers –Karolina Solly and Jade Fisher

Designated Safeguarding Leads –Ann Virk and Karolina Solly

Health and Safety Officers- Ann Virk and Karolina Solly

First Aid Officer – Elle'Jai Moonan

- ☐ settling a new child,
- ☐ partnership with parents
- ☐ lunch time procedure
- ☐ play and interaction
- ☐ story time session
- ☐ dance and movement
- ☐ cooking activities
- ☐ health and safety
- ☐ risk assessments
- ☐ planning and curriculum
- ☐ profiles and observations

After the member of staff has completed their induction programme, they would then have 6 months to have a clear understanding and confidence in all of the above areas and our policies and procedures.

A six-month probation review will be carried out by the Manager or Deputy Manager. This is where we would discuss how they feel they are getting on with each area and we would get feedback from their colleagues before deciding if they will be signed off their probation or to have it extended with an action plan in place, and a follow up review meeting date in place.

When a new employee has been successfully signed off their probation, they will then have termly supervision reviews and annual appraisals when the staff performance sheet is completed by the staff member and Manager/ Deputy.

This is where training is discussed, nursery responsibilities, areas of achievement and areas of improvement - with an action plan to put into place with follow up meeting arranged if required.

We have a staff penalty system in place for staff that are consistently ***not*** following our policies and procedures which can lead to disciplinary action.

All Staff are required to attend our staff meetings where we discuss issues, events, our roles and responsibilities within the nursery and all our policies and procedures.

All our policies and procedures are kept in the office, all staff and parents are provided with an electronic version available on our website.