



Recruitment Policy

At Green Roots we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member joining our team.

Advertising

- We use reputable newspapers, websites and the local job centre to advertise for any vacancies.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced Disclosure and Barring Service (DBS) check and at least two independent references for each new employee.

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates will receive a job description, person specification and a request for identification prior to the interview.
- The manager and the deputy will both sit on the interview panel and are both involved in the overall decision making.
- At the start of each interview all candidates identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are questioned using the same set of criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as Green Roots with regards to the safety and welfare of the children in their care.
- Candidates will be given a score for their answers including a score for their individual experience and qualifications.
- Some positions require the shortlisted candidates to be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with children and members of the team.
- The manager and the deputy will then select the most suitable person for this position based on the scores and their knowledge and understanding of the Early Years Framework as well as the needs of Green Roots Nursery.

- Each candidate will receive communication from Green Roots stating whether they have been successful or not.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or in case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). This will be verbal initially and then followed up with a written reference which will form part of the candidate's personnel file.
- Prior to employment but after the job has been offered a health questionnaire will be given to the employee.
- All new starters other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check whether they currently hold a DBS check or not. This will be initiated before the new member of the team commences work at Green Roots and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at learning journeys or changing the nappy of any child will not be undertaken by any new member of the team without an up-to-date enhanced DBS check (whether supervised or not).
- All qualifications will be checked and copies taken for their personnel files.
- All new members of the team will undergo an intensive period during which time they will read and discuss Green Roots policies and procedures and receive a 'work-buddy' who will introduce them into the way Green Roots operates.
- During their induction period all new members of the team will receive training on how to safeguard children in their care and follow the child protection policy and procedure, about emergency evacuation procedures, equality and health and safety issues.
- The new member of the team will receive regular meetings with the manager/deputy and their mentor during their induction period to discuss their progress.
- If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so; and that, to the best of their knowledge, no-one living in their household has been disqualified from working with children

On-going support and checks

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery or involving people they live in a household with. Staff will face disciplinary action should they fail to notify the manager **immediately**
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy
- The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details
- Each member of the team will receive two meetings a year with the manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of the team to discuss training needs for the following six months as well as discuss their performance in the previous six months.
- The manager, deputy and room leaders will be responsible for any support the team member may have between these reviews. This includes mentor support, one-to-one training sessions, on-going supervision, work based observations and constructive feedback.

Legal requirements

- Green Roots abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage.
- Green Roots also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of any of the team members, whether the team member has left the nursery or is still under investigation. Please refer to the Safeguarding Policy for further information.