

DELL COTTAGE
DAY NURSERY

A place to play, learn, discover & grow

Recruitment and Selection Policy

Dell Cottage Day Nursery will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience.

No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, this childcare provision will comply with the CRB Code of Practice and Data Protection Act when receiving such information. We will consider all of the circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000 and the Rehabilitation of offenders Act 1974, The Education Act 2002, and the Race Relations Act 1976 (amended) Regulation 2003 and the Employment Equality Regulations 2003.

Advertising

In the interests of Equal Opportunities, Dell Cottage Day Nursery will ensure that all job vacancies are advertised in a wide variety of places to attract applicants from all of the community.

Wording of the advert will communicate clearly the organisations specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.

Interviewing

Dell Cottage Day Nursery shall shortlist candidates against the job specification, inviting them to attend an interview. It will do all in its power to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination. Dell Cottage Day Nursery will avoid making biased judgements and select the best candidate for the job, based on the recommendations from the interview panel.

Employing Staff

Dell Cottage Day Nursery will ensure to instigate checks and references, notifying Ofsted about staff appointments and prepare an induction package.

In a situation where staff need to be employed urgently, they will be asked to start work before CRB check is approved, however they will be supervised at all times.

Reviewing the policy

Recruitment, selection, employment procedures and practice will be kept under review to ensure that individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and the requirements of the job.

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Recruitment and Selection Procedure

- Assess the vacancy and compile the job description and person specification for the position
- Advertise and shortlist applicants against the job description
- Apply for two references
- Interview for the vacancy in line with Dell Cottage Day Nursery recruitment and selection policy
- Check applicants identity at the interview, with appropriate documents, e.g. Birth Certificate, Passport (ensuring that any photograph and date of birth are consistent with the appearance of the applicant, and checking that any expiry dates have not passed)
- Establish applicants' identity, if the name has changed e.g. Marriage Certificate, divorce details, deed poll documentation
- Ensure the applicant has the relevant training, qualifications and experience
- Apply for Criminal Record Bureau (CRB) checks obtaining an enhanced disclosure check. Notify Ofsted who will issue you with the unique reference number necessary to do the checks through the CRB.

Confirm that the applicant is eligible to work in the UK by checking and photocopying ONE of the following original documents :-

- A full British passport or another passport with a stamp confirming the applicant's right of abode in the UK
- A passport or identity card confirming the applicant is a citizen of the European Union or Switzerland
- A residence permit issued by the Home Office to a national from the European Union or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the applicant has a current right of residence in the United Kingdom as the family member of a national from the European Union or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that the applicant can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the applicant can stay in the United Kingdom; and that this endorsement allows the applicant to do the type of work being offered if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the applicant is permitted to take employment.

Or confirm that the applicant is eligible to work in the UK by checking and photocopying TWO of the following original documents:-

First Combination

- A document giving the applicant's permanent National Insurance Number and name e.g. P45, P60, National insurance card, or a letter from a Government agency.

(As well as checking and photocopying one of the above, check and photocopy one of the following documents):

- A full birth certificate issued in the United Kingdom, which includes the names of the applicant's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that the applicant is a British citizen; OR

- A letter from the Home Office to the applicant which indicates that the person named in it can stay in the United Kingdom, or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office to the applicant with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- A letter issued by the Home Office to the applicant which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered; OR
- An Immigration Status Document issued by the Home Office to the applicant with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.

Second Combination

A work permit or other approval to take employment that has been issued by Work Permits UK

(As well as a document issued by Work Permits UK, check and photocopy one of the following documents):

- A passport or other travel document endorsed to show that the applicant is able to stay in the United Kingdom and can take the work permit employment in question; Or
- A letter issued by the Home Office to the applicant confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.
- Await clearance from Ofsted and have copies of the relevant references, before setting the start date

Ensure the new employee is aware of the 12 week probationary period

Prepare an induction programme for the new staff member