# Recruitment Policy

following Safer Recruitment through Better Recruitment (2016)

**Policy statement**

Stepping Stones is committed to providing the best possible care and education to its children and is committed to providing a supportive working environment to all members of staff. To do this, it is important to recruit and retain staff members of the highest calibre who share this commitment. All applicants will be treated equally and fairly and Stepping Stones will ensure people’s individual needs are considered.

The Scottish Governments ‘Early Learning and Childcare – National Induction Resource’ (2022) describes the following qualities as fundamental attributes for staff entering the Early Learning and Childcare sector, these are qualities that we would require of all staff (new and continuing) at Stepping Stones:

* are highly motivated and have a commitment to improving outcomes for children and families;
* consistently show your interest, enthusiasm, and enjoyment in working with young children;
* are eager to learn and understand the need to develop your knowledge and skills;
* demonstrate patience, compassion, warmth and kindness in your interactions with children;
* understand the trust afforded to you in safeguarding children and respect the need for confidentiality; and you
* demonstrate strong personal values, both inside and outside of the work place.

**Policy**

Stepping Stones aims to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. When recruiting new members of staff, Stepping Stones will:

* Ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position advertised.
* Ensure that all job applicants are considered equally and fairly.
* Ensure that no applicant is treated unfairly on any grounds but particularly on groups of race, colour, nationality, ethnic origin, religious belief, sexual orientation, marital status or age.
* Ensure that the nursery meets its safeguarding responsibilities by carrying out all necessary pre-employment checks.
* Ensure the nursery is compliant with legislative requirements and with Care Inspectorates ‘Safer Recruitment Through Better Recruitment (2016)
* Acknowledge that having convictions is not necessarily a barrier to employment – should it be required a risk assessment on suitability for employment will be carried out

**Recruitment and Selection Process:**

* All positions will be advertised through Indeed and our social media channels. CV’s/resumes will be asked for to assess suitability.
* All applicants will be required to fill in an application form detailing their academic and work history which will begin to determine their suitability for the role.
* The applicant will be provided with an application pack containing information about the position, interview and selection process, pre – employment checks, job description, person specification and disclosure procedures.
* Should the applicant meet the minimum requirements, they will be invited for a formal interview with the manager and owner to further discuss their relevant skills and experience in more depth. This is an important part of the recruitment process, should the applicant find this kind of probing difficult they may withdraw their application at this point.
* The applicant will then be invited to a trial session within the nursery. This allows the children to be involved in the recruitment process and allows the management team to see the applicant’s skills in action. The applicant will never be left alone with the children and will be made aware of the settings safeguarding, child protection, adult protection and equal opportunities policies beforehand.
* The successful applicant will then receive an offer of employment following the interview and trial session with a probationary period of 6 months. It will then be determined as to whether a permanent position will be offered.

**Employment will be conditional based on the following:**

1. The receipt of at least two satisfactory references

* most recent employer must be provided: if not possible then we will carry out a proportionate and responsible risk-based response.
* Professional references will only be accepted from those in senior management positions and above.

1. Verification of the applicant’s identity through 3 pieces of ID (at least one photographic)
2. A PVG record check
3. Verification of qualifications
4. Verification of the right to work in the UK

Staff will then be required to:

* register with the Scottish Social Services Council (within 6 months of starting the post),
* begin to work through the induction process and either start their training journey towards a relevant SCQF qualification or;
* continue their training through Continuous Professional Learning suitable to their position;
* complete a health declaration form – to assess whether reasonable adjustments are required to enable the employee to carry out their duties

Maintaining SSSC registration and meeting qualifications/post registration training and learning (PRTL) requirements is mandatory for the post (regular checks will be made to manage SSSC registrations).

**Retention of records**

If an applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on the personnel file.

If an application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months (unless permission has been given to keep on file for future reference/job opportunities

**Complaints**

Should an applicant have any issues with the recruitment procedure then they can follow our complaints policy and procedures.

**This policy was written taking the following into consideration:**

Care Inspectorate & Scottish Social Services Council, *Safer Recruitment Through Better Recruitment* (2016)

<https://hub.careinspectorate.com/media/1608/safer-recruitment-through-better-recruitment.pdf>

Scottish Government, *Early Learning and childcare – National Induction Resource* (2022)

<https://www.gov.scot/publications/early-learning-childcare-national-induction-resource-latest-version-august-2022/>

As a staff team we are committed to reviewing and updating our policies annually.

This policy was last reviewed on: 13/10/2022

Signed: Mo King

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| UNCRC Articles | 3, 12 |
| Health and Social Care Standards | 1.9, 2.11, 3.11, 4.6, 4.7, 4.9, 4.24 |