



# Recruitment, Induction and Retention Policy

*This policy will be reviewed on an annual basis*

**Statement of intent:** This policy explains how Pippins Pre-School and Nursery recruits its employees for Pippins.

**Aims:** To ensure all members of our diverse society have the opportunity to apply for a position at Pippins Pre-School and Nursery.

Discuss employing a new employee with each individual existing employee recording their views and feedback to the Pippins committee to commence employing a new practitioner or playworker.

## Timescales

### **Week 1 - Create an Advert**

State Pippins Pre-School and Nursery contact details. State hours available, part time and term-time only and whether the position is temporary or permanent. Outline the job description including essential elements of the personal specification and desirable attributes. Candidate to provide contact details of two personal reference/ ex-employers references. Candidate to apply to the Manager, complete an application form. Applicant must be subject to Disclosure Baring Scheme check. Refer to previous sample advertisements.

### **Week 3 - Closing date closing date for submission of applications**

**Week 4 - short listing submitted applications, notify candidates of interview date.** Start seeking references for selected applicants and check gaps in employment.

**Week 5 - Follow up initial two references.**

**Week 6 - Practical and Oral interviews commence. Rejection letter and conditional job offer letter to be sent upon potential appointment. Submission of DBS and Pre-employment checks. Send additional references.**

## Places to advertise

Advertise in the wider diverse community, suggested places: - large and small retailers, Indeed website, DCC website, notice boards, newspapers and internet, newsletters and local school's newsletters.

Agree on the selection panel - recommended 3 people,  
2 Trustee Directors and 1 of the Management team or  
1 Trustee Director and 2 of the Management team.

If a Trustee Director is unavailable then a minimum of 2 members of the Management team.

Upon an enquiry send out to the prospective candidate:-

1. An application form

2. A job description
3. A person specification
4. Request for two references covering the last two years of employment, using the ex-employers reference form or character references which must not come from a close friend or family member, but should be from a professional person who knows the applicant.

All candidates to attend voluntary for one day work experience from which then the candidates will be short listed and asked to come in for an oral interview.

Send a rejection letter to unsuccessful applicants.

Send an interview letter to candidates inviting them to an interview asking them to give two references if possible (a current employer one can be obtained if the candidate is successful). It is best practice to receive the references before interviewing but we will not discriminate any one who can not do this due to being employed by the person that the reference needs to be obtained by. If it is possible to obtain two references, once they are received a date and time will be agreed for the practical interview if applicable. If they can not be obtained the interview will take place and if the candidate is successful the references must be obtained for the employment history covering the last two years before the candidate start work . An oral interview with the panel will be for approx 30 minutes. Ask candidates to bring proof of photo identification. Evidence of qualifications - eg Certificates. If an unrecognised qualification check with 'qualification finder' on the internet to see if it is a valid. Establish a right to work in the UK e.g check P45/60, National Insurance number. For a full list refer to "ASYLUM AND Immigration Act 1999" and the Home Office leaflet.

Discuss and type up a list of interview questions, to be scored 1 - Good, 2 - Okay, 3 - Room for improvement.

### Interview candidates

Will discuss their practical day and then be interviewed with questions and practical assessment of chopping an apple and putting a nappy on a doll.

Information will be gathered from both interviews, scores added up and candidate's answers will be discussed.

At the interview it will be discussed that the candidate may be asked to work one hour or 2.5hours per day at Kidz Star Club.

### Decision on potential new playworker

The interview panel to offer the job on a three month trial basis.

Ask all candidates if they wish to be informed by telephone or letter.

Contact candidates with decision; follow up with either the Job decline or Job offer letter.

Comply with the New vetting and Barring Legislation. To ensure two adequate references are received prior to commencing employment.

**New Early Years Educator and playworker**

- Arrange a date for the induction session
- Go through Early Years Educator induction tick-list
- Send off DBS check to umbrella organisation.
- Discuss contract, -job description, emphasise attend training and best practise meetings, sign and date contract.
- Complete practitioner personal details form, communication form.
- Medical form.
- Explain induction and appraisal process
- Explain reflective practice
- Evaluation process - 1st day/1st week, 1st month, 2nd month and end of 3rd month trail period - Discuss permanent contract, sign and date it.
- Explain peer on peer observations.

**Handout**

Early Years Educators welcome pack with policies, procedures and relevant paperwork.

**Retention of Early Years Educator and playworkers**

To ensure new and current staff have regular meetings and opportunities to discuss their work and any issues that arise within Pippins Pre-School and Nursery. The Management Trustee Directors are to meet with staff for a 2:1 meeting with each Early Years Educator once a year for a staff appraisal. This is then to be liaised back to the Manager if there are any issues arising that need to be dealt with in the setting or raised at the next management trustee directors meeting if it is a Management Trustee Directors issue.

Early Years Educators are to meet each term with the Manager to discuss any matters they may have, if they feel they cannot discuss this with the Manager they are to ask for a Management Trustee Director member. If an Early Years Educator would like to meet with the Manager before this, then this can be arranged with the Manager.

Any issues arising from these meetings must be acted on by either the Management Trustee Directors or the Manager, and the Early Years Educator as deemed appropriate by the Management Trustee Directors.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

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\_\_\_\_\_ 21/10/21.

Chairperson