



# 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 - advertise for 2 weeks**

State Pippins Pre-School and Nursery contact details. State hours available, all year or term-time only and whether the position is temporary or permanent. Outline the job description including essential elements of the person specification and desirable attributes. Candidate to apply to the Manager, complete an application form. Applicant must be subject to Disclosure Baring Scheme check.

**Week 3 - Closing date for submission of applications. Short listing submitted applications, notify candidates of interview date. Start seeking references for selected applicants and check gaps in employment.**

**Week 4 - 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, Devon County Council job bulletin, notice boards, social media, newsletters and local school's newsletters.

Agree on the selection panel - minimum of 2 people including management and where possible a Trustee Director.

Upon an enquiry send out to the prospective candidate:-

1. An application form
2. A job description
3. A person specification
4. Health Declaration - to be returned in a sealed envelope.
5. Equal opportunities policy
6. Early year educators' employment policy
7. 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.

Send an interview letter to candidates inviting them to an interview including a practical, asking them to give two references (a current employer one can be obtained if the candidate is successful) and the self-disclosure form. The candidate will be expected to undergo a practical for approximately 30 minutes followed by an oral interview with the panel will be for approximately another 30 minutes. Ask candidates to bring proof of photo identification, evidence of qualifications or relevant training and the self-disclosure form. Apply to referees for employment history covering the last two years. Establish a right to work in the UK, 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 to be scored out of 10. 10 being excellent, 1 being lots of 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.

Upon interview the opening times of Pippins and Kidz star Club will be explained.

### Decision on potential new playworker

Ask all candidates how they would like to be informed of the outcome of the interview. The interview panel to offer the job on a three-month probationary period.

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 playleader/playworker induction tick-list

Complete DBS, and inform employee of Atlas.

Discuss contract, -job description, emphasise attend training and meetings, sign and date contract on Atlas.

Complete employee personal details form, communication form.

Health declaration form.

Explain induction and appraisal process

Review process

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 termly supervision meetings and annual staff appraisals to discuss their work and any issues that arise within Pippins Pre-School and Nursery.

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.

Early years educators are expected to attend best practice meetings each term.

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

Held on Thursday 19<sup>th</sup> October 2023

Signed on behalf of the Management Trustee Directors

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Chair

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

Commenced 2011 - Reviewed 20.10.2021, 25.04.2024

