

## **Staff Recruitment, Selection and Training**

- We refer to Safer Recruitment advice and/or training for leaders and managers.
- Local advertising will be considered for posts such as administrative, relief staff eg local shop and/or newspapers. Wider advertising will also use appropriate internet sites i.e. Early Years Network, Indeed. Internal advertising for a post will also be considered.
- All adverts for positions will carry a safeguarding statement.
- We respond to all applicants and supply application forms, job descriptions and privacy notice to suitable candidates.
- We recruit, appoint and employ staff in accordance with relevant legislation.
- We try to employ the most suitable person for any vacancy that arises.
- We prefer an approved childcare qualification at Level 3 in Childcare and Education, or Level 2 and applicant working towards Level 3 but will consider training towards these levels. We also require 2 references, either 1 professional and 1 personal or 2 personal. Medical/Health checks may also be required and Right to Work checks.
- Short List made. Shortlisted candidates are invited to a session at pre-school where possible as well as to an interview.
- A member of the management team and/or the Nominated Individual alongside the supervisor will conduct interviews. In the case of a supervisor, a member of the church council may be invited to join the recruitment process.
- Successful applicants will be notified in writing and asked to confirm acceptance. Unsuccessful applicants are informed in writing. Explanations for non employment will be given only if requested.
- Successful applicants for Early Years posts - No appointment will be confirmed until DBS clearance is gained and all our employment criteria met including references and identity checks. Administrative and cleaning posts which do not entail direct contact with children also carry employment criteria including references.
- Successful applicants are provided with a date for initial induction (necessary paperwork given at induction).
- A probationary period will usually be three months but can be extended to six months.
- Training needs will be regularly reviewed through team meetings and appraisals.
- Staff will be encouraged to maintain their professional development
- The Supervisor will make staff aware of training opportunities. The Training News publication (NCC) will provide up to date information of courses. The funding of courses will be discussed with individual staff when necessary. The supervisor will inform staff about claiming for training, some of which is also outlines in contracts of employment.
- A Privacy Notice is issued to staff. Application forms, references and personnel file will be retained in line with retention schedules. Contracts and payroll information are held by the payroll/HR provider.

## **Mentoring**

- Regular volunteers and new staff will be given a mentor. This will form part of the Induction process. Mentors will be given suggestions of areas to discuss with the volunteer/ Staff member. The mentoring process will be reviewed by all staff involved in the process.

## **Supervision**

- The Supervisor will be responsible to the Management Team and Church Council.
- The Supervisor is responsible for all other staff, volunteers, students and visitors on the premises.
- Supervisions will take place approximately termly.

## **Meetings and Appraisals**

- After a session the Supervisor will provide an opportunity to discuss any concerns and positive highlights.
- Regular team meetings will be held to discuss the progress of the children, staff development, curriculum planning, safeguarding, inclusion and Health & Safety.
- Staff are given regular opportunities to meet with the supervisor to discuss any issues (staff supervision). The supervisor meets regularly for staff huddles with their line manager.
- Full appraisals take place annually. Staff job descriptions, action plan targets and follow up from staff supervisions will form part of the framework for an appraisal.

## **Roles**

- The Supervisor and Deputy will be the Lead SENCo, Lead Safeguarding Co-ordinator, one of the people responsible for First Aid, Health and Safety and one of the Fire Marshals. Other roles and responsibilities may also be designated including EAL, Equalities.
- Early Years Practitioners will also be responsible for food hygiene, first aid, daily safety checks and Fire Safety procedures, so will receive training where necessary. The Supervisor will ensure all the other members of staff receive Safeguarding training.
- The Supervisor is also responsible for all volunteers, students, and visitors to the pre-school.