

Scalloway preschool

Recruitment / Induction Policy

Introduction

Scalloway Preschool is committed to providing the best possible care and learning to all children and safeguarding and promoting the welfare of children and young people. Scalloway Preschool is also committed to providing a happy and supportive working environment to all its members of staff. The preschool recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who will share this commitment. The aims of Scalloway Preschool recruitment policy are as follows:

- ❑ To ensure that the best possible staff are recruited on the basis of their qualifications, experience, abilities and suitability for the position
- ❑ To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- ❑ To ensure compliance with all relevant recommendations and guidance
- ❑ To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Recruitment & selection procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A Curriculum Vita will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for.

The applicant may then be invited to attend a **formal interview** at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- ❑ The receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the preschool considers to be satisfactory;
- ❑ The receipt of a PVG or while awaiting PVG, granted permission from the Care Inspectorate to employ a candidate alongside approved risk assessment until PVG has been completed.
- ❑ Checking professional registers (where necessary)

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the preschool's responsibility to be satisfied that employees of the nursery have the appropriate level of physical and mental fitness **before** an appointment is confirmed.

The preschool is aware of its duties under the Disability Discrimination Act 1995. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

Verification of identity and address

All applicants who are invited to an Interview will be required to bring the following:

- ❑ Identification -Passport, or Birth Certificate or Driving Licence
- ❑ A letter from bank, building society or utility bill which shows applicant's address

Verification of qualifications

The candidate must bring all relevant certificates (preferably originals to the interview). If certificates are not provided, the employer will contact the awarding body for verification.

Checking professional registers

The employer will check an applicant's current or past registration with SSSC or any other relevant regulatory body (where applicable)

The SSSC is able to provide employers seeking information about applicants on:

- Information about the qualifications held by the applicant
- Whether the applicant's registration is subject to any conditions
- Whether the applicant is currently the subject of investigation by the SSSC or in the midst of conduct procedures.

All applicants who are registered with the SSSC will be asked to bring their certificate of registration to the interview.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the employer. One of the references must be from the applicant's current or most recent employer (where applicable). Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for.

The preschool will only accept references obtained directly from the referee and it will not rely on references provided by the applicant.

PVG check

For all childcare positions, the preschool requests a PVG. A PVG will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It will also reveal whether an applicant is barred from working with children or vulnerable adults or those considered unsuitable to work with children or vulnerable adults.

Scalloway Preschool liaise with Shetland Preschool Play Lmd for provision of new/updating current PVG records.

Induction Process

An induction procedure

- The induction check list to be completed
- The new employee will receive an Induction Pack to familiarise yourself with over the first 6 weeks.
- A copy of Job description.
- A discussion on safety procedures, Child Protection, First Aid, risk assessments.

The new member of staff is supervised and supported by Manager or Senior Practitioner to role model, give guidance and to help enforce appropriate behaviour.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the preschool manager.

