



# Wattisham Airfield Childcare Centre

## Recruitment

Wattisham Airfield Childcare Centre recognises that high quality childcare and early education provision is dependent on the input of a professional, qualified, motivated staff team. To achieve this, Wattisham Airfield Childcare Centre believes it is important to recruit individuals with varied skills and experience from a variety of backgrounds.

Wattisham Airfield Childcare Centre fully subscribes to the principle of equality of opportunity and will not discriminate in its employment practices on the grounds of gender, age, disability, race, ethnic origin, language, political beliefs, trades union membership, religion, marital status or sexual orientation.

Positions in Wattisham Airfield Childcare Centre will be advertised internally and can be advertised in the local press, through the job centre government website and the local authority's vacancy service. Applications will be by completion of an application form, and interviews arranged for candidates that are suitable. Previous unsuccessful candidates can be contacted if permission was given to keep their details on file.

At interview, candidates will be questioned about their suitability for the post. All candidates will be asked the same questions regarding the job they are applying for. Overall judgement of suitability will be made against the criteria of the person specification and the interview responses. Unsuccessful candidates will be offered a debriefing to explain why they were unsuccessful in gaining the position.

A verbal offer of employment will be followed up immediately by a written offer, subject to satisfactory references, confirming the terms and conditions of the offer and the term of

the probationary period. A clear Disclosure and Barring Service check, health checks and validation of qualifications and evidence of 'right to work' will be sourced.

New employees will be issued with a written contract, setting out their terms and conditions of employment and holiday entitlement. All newly appointed staff will take part in a thorough induction programme to familiarise them with Wattisham Airfield Childcare Centre's policies, procedures and working practices. References will be taken up in all instances. Written references will be requested and will be followed up verbally if necessary.

## **Procedures**

### Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- We use Ofsted guidance on obtaining references and checks through the Disclosure and Barring Service (DBS) for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.
- We keep records of the date and number of their enhanced DBS.

### Changes to staff

- We inform Ofsted of any changes in the person responsible for our setting.

### Training and staff development

- Our setting leader, deputy and room leaders will hold at least a Level 3 Childcare qualification.
- We provide regular in-service training to all staff - whether paid staff or volunteers - through the Suffolk cpd website and external agencies.
- Our setting budget allocates resources for training.

- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

**Managing staff absences and contingency plans for emergencies**

- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained and adhered to.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.

**Legal framework:**

- Children Act, 1989, 2004, 2006
- Disability Discrimination Act 2002
- Employment Act 2002
- Employment Equality Regulations 2003, 2006
- Race Relations Act 1976, 2000
- Sex Discrimination Act 1975, 1986, 1999

This policy was adopted at a meeting of \_\_\_\_\_ name of  
 \_\_\_\_\_ setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
 committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_