



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Filton BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MIPA
admin@roundandroundthegardens.co.uk

Staff Recruitment Policy

Statement of intent

This policy and associated procedures aim to attract high calibre, quality staff to the nursery by ensuring that recruitment and selection processes are effective, systematic, and promote equality of opportunity.

Our staff are appropriately qualified, and are checked for criminal records through the Criminal Records Bureau in accordance with Ofsted's requirements and previous employment references and one personal reference is sought.

Aims

To ensure that children and their parents are offered high quality childcare and learning.

To ensure that recruitment and selection meets the setting's operational and strategic needs.

To adhere to safeguarding recruitment requirements and all necessary checks are carried out.

Identifying Vacancies

The Nursery Manager and Business Manager fully evaluate the need for new, changes or replacement posts.



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Awareness

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy and associated procedures.

Round and Round the Gardens are fully committed to promoting equality of opportunity and comply with the Equals Opportunities Policy.

Advertising

Vacancies will be advertised in the first instance on the nursery website, then an advert will be placed into the local media and through Surrey's Early Years Job vacancy website.

Selection Process

All recruitment processes will be based on agreed job descriptions and person specifications. Person specifications should only consist of the necessary skills, qualifications, experiences and competencies required to carry out the duties of the post.

The Nursery Manager/Business Manager will be responsible for the shortlisting, interviewing and selection process.

The successful candidate will be informed in writing detailing the start date, and enclosing all the necessary documentation.

Offers are always subject to satisfactory references and CRB results. References are provided by the candidate and we will then contact as per good Safeguarding and Recruitment practise.



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Induction Process

All new members of staff will be invited to a Management Induction Day to go through important policies, however staff will be encouraged to read and understand all policies during the course of their early employment days. The CRB form filing exercise and ID form checking process will also take place. A subsequent induction will be carried out by the new staff member's mentor to include all necessary areas of the role to be accessed.

CRB Disclosure Statement

Our setting uses the Criminal Records Bureau (CRB) Disclosure service through Surrey County Council to assess applicant's suitability for positions of trust. We comply fully with the CRB Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we ensure that an open discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal any information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We provide every applicant with an initial CRB Disclosure form to make us aware of the existence of any criminal record or reprimands.



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CRB Disclosures are always updated and reapplied for on all staff every three years.

To abide by safeguarding requirements we will survey our staff using a questionnaire each year to ascertain of any subsequent reprimands or convictions.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record will not necessarily bar you from working with us (Rehabilitation of Offenders Act 1974). This will depend on the circumstances and background of your offences.

Confidentiality

All applicants will be treated as highly confidential by the nursery and only personal information including disclosure/s will be accessed by authorised personnel only. All information held on personnel is kept securely on the office computer/s, office filing cabinet or CRB disclosure information kept on the CRB Safer Staff Team Management at Surrey County Council's electronic database – all information is secured by a password for authorised people only or in a lockable cabinet.

Updated: May 2012
Review: May 2013