



## Recruitment Policy and Procedure

Bearhugs Nurseries Ltd. recognises the need to meet the requirements of the EYFS for childcare in relation to safer recruitment.

- In order to achieve this, we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation.
- All advertising and recruitment processes will be in accordance with our Equal Opportunities Policy.
- Advertisements will state that the position is subject to DBS enhanced disclosure and applicants will be notified where applicable that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as 'spent' under the Act.
- In accordance with Equal Opportunities, a Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants.
- In line with the EYFS statutory requirements, applications will only be sought from persons over the age of 17 years, 16 years for apprentices.
- References will be sought and checked that they demonstrate the applicant's suitability for the position.
- The interview process will ensure fair selection of the most appropriate candidate.
- Each new member of staff will have a job description, a staff induction pack, staff handbook and contract of employment.

### **Procedure**

- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience which will outline the responsibilities of the role.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.

- Face to face interviews of potential candidates will take place where they will be required to bring proof of their qualifications. The interview will explore a candidate's suitability for the post.
- Suitable references (a minimum of 2, one of which is from applicants current or last employer) and Health declaration checks (if required) will also be sought.
- All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of pre-employment health screening.
- The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT start until the DBS certificate is returned.
- Continued employment is subject to a satisfactory enhanced DBS disclosure.
- An employment contract will be agreed and completed for every new employee.
- A full induction will be completed within the first month of employment.
- A performance review will take place with the new employee at regular intervals during the specified 6 month probationary period to ensure they are settling into the team and meeting the requirements of the post.
- An appraisal and review system is in place to support performance management.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner .....

Date: 1<sup>st</sup> May 2020

Review Date: 1<sup>st</sup> May 2021