



## Recruitment Policy

### Statement of Intent

- The recruitment process is transparent and fair; which enables us to achieve quality of selection and consistency of message to all of our applicants. At all times, we adhere to the laws relating to equal opportunity. Please see also the Living Spring Equal Opportunities Policy.
- The following procedure shall be carried out when recruiting staff, except in exceptional circumstances. Any exceptions to the procedures should be noted and the reasons for the breach, and the notes made will be made available for viewing by a representative of Ofsted.

### Advertising the Vacancy

- In order to give our staff the opportunity for personal development, all job vacancies are advertised both internally and externally.
- All job vacancies will be appropriately advertised in order to reach a wide range of applicants.

### Job descriptions

- All applicants will be given a copy of the job description for the position to which they have applied. The job descriptions will contain at least the following information:

Job Context: Job location, reporting lines

Job Summary: Outlining the role, objectives of the role and key responsibilities

Experience: Academic & professional qualifications required to effectively perform the job.

Competencies: Key skills required for effective performance in the role.

Hours of work: Hours the job holder is required to work weekly.

Other Requirements: DBS Checks and two references which confirm the applicant's suitability to work with children.

### Application Process and Procedure

- All applicants will be required to send in their full Curriculum Vitae along with a cover letter.
- Applicants will be told that they will be expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). Please see Policy on Recruitment of Ex-offenders and Code of Practice and 3.14 Disqualification (all registered providers and employees in registered settings – Statutory Framework for the Early Years Foundation Stage 2017).

Policy dated: October 2019

This policy is to be updated regularly in line with changes and updates to legislation

### **Selection for Review**

- Applicants who best match the requirements of the job will be selected for an interview.

### **Interview Process**

- The interview process and a trial period working in our setting are the main methods of assessment for recruiting staff.
- All interviews are carried out personally by Charlotte Graham and another member of staff where appropriate.
- All interviews are structured around the applicant's personal skills and attributes, as well as job related achievements and questions which are consistent for each applicant. No person is discriminated against as a result of race, gender, cultural background, nationality, religion, age or disability.

### **Unsuccessful Candidates**

- Unsuccessful applicants will be notified verbally.
- A recruitment record form will be completed and filed along with the Curriculum Vitae or application forms for all unsuccessful applicants and retained for a minimum period of six months.

### **Successful Candidates**

- Successful candidates will be notified either verbally or in writing.

### **References**

- We will take up references on all staff, making enquires in line with the reference form provided.

### **Offer of Employment**

- All offer of employment made will be subject to satisfactory references and DBS clearance.
- An offer letter will be sent to the employee outlining the main terms and conditions of employment.

### **Policy on Recruitment of Ex-Offenders and Code of Practice**

The Code of Practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed.

The Code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

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As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Living Spring complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Living Spring undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Living Spring can only ask an individual to provide details of convictions and cautions that Living Spring are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Living Spring can only ask an individual about convictions and cautions that are not protected.

Living Spring is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Living Spring has a written policy on the recruitment of ex-offenders which is made available to all DBS applicants at the outset of the recruitment process.

### **Policy Statement**

- Applicants will not be discriminated against on the grounds that they have a criminal record.
- We adhere to our Equal Opportunities Policy; all people are treated equitably, including those with a criminal record.
- Criminal record disclosure is required only to assess the risk to the children in our care of employing or allowing any individual access to the children in an unsupervised manner.
- Charlotte Graham accepts that she is not experienced in assessing the suitability of any application from a person where the disclosure statement shows a previous conviction. She therefore will seek guidance from OFSTED on all such occasions.

### **Staff Checks**

To provide the maximum protection to the children all staff; students and volunteers will be police checked and have references checked prior to being allowed to be on their own with any child.

### **References**

We will take up references on all staff, making the following enquiries of the referees provided: -

Dear -----

Re-----

The person named above has applied to work with the children in our School. They gave your name as a referee. We would be grateful if you could give us the following information to help in our assessment of their suitability for the post of -----

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1. How long have you known them?
2. In what relationship?
3. From your knowledge do you believe that children would be safe in their care?
4. Can you tell us with which age groups of children they have experience and the length of that experience?
5. We are looking for a person who has the ability to consider the individual needs and interests of each child and to use that information to plan a challenging and enjoyable experience for each child in their care; would you say that this person has shown to you that they would be able to do this?
6. Do you believe they would be reliable & a responsible member of staff?
7. Would you re-employ or recommend them for employment in a childcare environment?
8. Do you have any other information you believe we should know before making our decision?

### **Responsibilities and Job Descriptions**

- At Living Spring Montessori School, we appreciate that it is important that all staff know not only their own responsibilities but also those of other members of staff so that we may foster a culture of mutual support and teamwork.
- So that responsibilities and expectations are clear, each classroom has a rota system so that all staff members are aware of their daily duties and responsibilities as well as those of their colleagues.
- It should be clearly understood that all members of staff are expected to cover any other person's responsibilities, or any other responsibilities not mentioned, at request of the senior staff. The children's care and welfare are paramount at all times therefore it may be necessary to deploy staff members to cover in a different classroom in order to maintain proper ratios or to facilitate staff development.
- At Living Spring, we are role models and are in a unique position of influence and trust, which means we must all therefore adhere to behaviour that sets a good example. As members of the community, each member of staff has an individual responsibility to maintain the reputation of the school, whether inside or outside of working hours. Staff members also must always remember that all actions concerning children and young people must uphold the best interests of child as their primary consideration and that the behaviour towards the children and their families must be above reproach. Living Spring therefore has a Staff Code of Conduct which is part of the Living Spring Safeguarding Policy and procedures. It is important that all staff members understand the Living Spring policies, procedures and protocols. The Staff Code of Conduct is deemed to have been accepted as soon as a member of staff commences employment. Employees should be aware that failure to comply with the following Code of Conduct could result in disciplinary action including dismissal. As with all nursery policies and procedures, we ask that staff use their common sense and act reasonably within the conditions provided in this document.

### **The legal framework for this policy are:**

- Rehabilitation of Offenders Act 1974

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- Equality Act 2010

**Links to the Statutory Framework for the Early Years Foundation Stage  
Section 3 – The Safeguarding and welfare requirements 2017**

- Child Protection
- Suitable People
- Disqualification
- Staff qualifications, training, support and skills
- Information and records
- Information about the provider