

SAFER RECRUITMENT, STAFF TRAINING & DEVELOPMENT

Policy

'Providers should regularly consider the training & development needs of all staff members to ensure they offer a quality learning experience for children that continually improves' (EYFS, 2012)

We firmly believe that it is only possible to run an exceptional setting if we have exceptional staff. We want all our staff to develop and achieve their maximum potential. All staff at the nursery all hold a full and relevant qualification as recognised by the Department of Education or they are working towards these.

It is our priority to ensure we safeguard and protect all children within our care, therefore it is imperative that we carry out vigorous employment checks and a thorough induction process with all new employees to ensure they are suitable to work within the nursery environment.

The recruitment process is as follows:

- Any available position is advertised as widely as possible in the community and the surrounding areas.
- Once receiving our applicant's CV's or application form, we will arrange for interviews.
- After the interviews, candidates will be shortlisted to attend a second interview in which they will spend some time in the nursery; allowing us to observe their interaction with the children and other staff members.
- The successful candidate will then receive an offer letter in the post or via email, which is subject to 2x references and DBS clearance. If we do not receive a minimum of 2x references that state there are no safeguarding concerns and a clear DBS check, the candidate will not be employed by Puffins and any contracts will be void. The candidate MUST provide their most recent employer as one of their references.

We will follow the below Safer Recruitment guidelines:

- We will not accept references from a family member.
- The candidate's most recent place of work will be contacted for a reference. Where applicable, their most recent place of work within childcare MUST be contacted for a reference too.
- We will ensure references are from the candidate's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- All electronic references are followed with a phone call to confirm it has originated from a legitimate source.
- Referees will be contacted to clarify content where information is vague or insufficient information is provided.
- We will compare the information on the application form with that in the reference and will take up any discrepancies with the candidate.
- We will establish the reason for the candidate leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

All candidates can start working in the setting once x2 references have been provided and are confirmed to be legitimate. The references must state there are no safeguarding concerns.

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No candidate is discriminated against due to race, religion, colour, creed, marital status, age, sex, sexuality or disability.

Our guidelines for safer staff recruitment are as follows:

- The best interests of the children.
- The Safeguarding & Welfare Requirements of the EYFS.
- The compatibility between all staff members to enable the staff to build a good team.
- The suitability of individual candidates to meet the needs of the setting and the children.

Staff who are awaiting DBS clearance are permitted to work in the nursery, but they must be supervised always and will never carry out any intimate care. Un-registered staff are not to be left alone with the children at any time including nappy changing/toilet time.

Suitable People

The nursery manager will carry out the following checks on all staff:

- 2 x references are taken via email and confirmed via telephone call to ensure electronic references originate from a legitimate source.
- A Disclosure & Barring Service check (DBS) is carried out on all staff. No person is allowed to start work with us until we receive a clear DBS back.
- Staff qualifications are checked, and copies taken.
- ID is checked and a copy kept on staff files.
- Ofsted are informed of any changes in management.
- A 3-month probation period is carried out by all staff before they become permanent staff members. The probation period may be longer for Senior staff.

Induction

All practitioners receive a full induction with the manager. They have a 3-month probation (longer for Senior staff) period and during this time they are assigned a buddy who is a more experienced practitioner.

During the induction new members of staff will read the setting's policies & procedures, practice the fire drill, meet parents/carers & children and carry out any necessary training (Safeguarding, First Aid, etc.)

If at any point there is reason to believe a person is not suitable to work within the nursery setting or the management team feel there are safeguarding concerns, appropriate action will be taken which may lead to dismissal.

The new practitioner signs both an induction form & a policy checklist that is kept on staff files.

Training

All practitioners at the setting must attend training in Paediatric First Aid and Safeguarding. First Aid is updated every 3 years and Safeguarding is updated every 2 years.

All permanent staff attend Basic Food Hygiene training. This is updated every 3 years.

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All staff attend Health & Safety training. This is updated every 3 years.

All staff complete prevent training.

There are other chances for staff to attend other training throughout the year. This is done either as e-learning, In-house training or practitioners attend local council run courses.

We will always support the staff to achieve higher qualifications.

Staff Retention

We believe that a motivated, enthusiastic, and well-trained team will promote the nursery's success. Puffins will support its team to ensure we are providing a pleasant and effective workplace. We want to ensure that all staff working within Puffins are passionate about ensuring the success of the setting in the long term. Keeping a consistent staff team is crucial in providing a stable environment for children to thrive and grow within.

Puffins will provide a positive atmosphere by working closely with staff through regular and consistent communication, regular staff meetings, praise and recognition of hard work, staff 'shout outs', staff bonding days, an 'Open door policy' to the office/manager, regular staff training, yearly pay rise and bonus system, paid overtime when working hours outside of the contract, half a day on your birthday/day closest to your birthday (where possible), long service award, additional holiday after 1 years' service, childcare discount and a yearly Christmas and Summer party.

Puffins will embark to keep the team consistent by ensuring all employees are engaged and involved within the workplace. Through 6 weekly regular team meetings we aim to keep all staff up to date with proposed changes and adoptions to practice. This opportunity encourages the team to reflect on practice and suggest any changes or amendments to improve the setting.

Through keeping staff heavily engaged and informed, we aim to retain the staff team.

Confidential staff records are stored in the office. They contain:

- Application form/CV
- ID
- Certificates
- Job Description
- DBS number
- Interview questions
- Emergency contacts
- Details of holiday, sickness etc.
- Health declaration form
- Policy checklist

Other ways in which we aim to develop staff potential are:

- Regular staff meetings

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- 3 termly supervisions
- 3-month probation period
- Regular fire drills
- Annual reviews & updates of polies & procedures
- Supporting staff to achieve higher qualifications
- Staff training
- Peer-to-peer observation

Puffins endeavours to reflect upon all aspects within the nursery environment, this will include staff training and support. We will use documentation which includes, but is not limited to, co-hort tracking, child development tracking and reports, team meeting action plans, supervision notes, peer-to-peer observations, self-evaluation meetings and audits.

This policy was reviewed on:

Signed by:

Print: