



Recruitment and Selection Policy

This childcare provision will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience. Applicants will be short listed based on their skills, qualifications and experience, then asked to attend for an interview.

No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, this childcare provision will comply with the Disclosure & Barring Code of Practice when receiving such information (see below). We will consider all of the circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000, the Rehabilitation of offenders Act 1974, the Education Act 2002, the Race Relations Act 1976 (Amended) Regulations 2003 and The Employment Equality Regulations 2003.

Advertising

In the interests of Equal Opportunities the childcare provision will ensure that all job vacancies are advertised in a wide variety of places (Local papers, Early Years and Childcare Service vacancy bulletin, childcare vacancy websites, Local shops) to attract applicants from all of the community.

Wording of the advert will communicate clearly the organisations specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.

Interviewing

The organisation will short-list candidates against the job specification, and invite them to attend for an interview. It will do all in its power to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination. The childcare provision will avoid making biased judgements and select the best candidate for the job.

Employing staff

The childcare provision will ensure to instigate checks and references, notifying the registering authority about staff appointments and prepare an induction package.

Reviewing the policy

Recruitment, selection, employment procedures and practice will be kept under review every year, to ensure that individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and the requirements of the job.

As a Provision, when recruiting new staff we need to carry out a check through the DBS to help assess the suitability of applicants. We will do all in our power to comply with the DBS Code of Practice (disclosure and barring) and the Data Protection Act when handling, using, storing, retaining and disposing of Disclosures and Disclosure information (i.e. the information we receive from the DBS).

Our aims

Storage and Access

Disclosure information will not be kept on an applicant's personnel file but will be kept separately and securely in lockable, non-portable, storage. Access to this will be strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

We aim to comply with section 124 of the Police Act 1997; i.e. Disclosure information will only be passed to those who are authorised to receive it in the course of their duties. We will keep a record of all those people to whom Disclosure information has been revealed and we understand it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Using

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retaining

Once a recruitment decision has been made, we will not keep Disclosure information for any longer than is absolutely necessary (i.e. not normally longer than 6 months.) If we do need to keep the information for a longer period we will contact the DBS about this.

Disposing

When we have finished with the Disclosure information we will immediately destroy it in a secure manner i.e. by shredding, or burning. We understand that we may keep a record of the date of the issue of the Disclosure, the name of the applicant, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure, and the details of the recruitment decision taken.

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)