

## **Recruitment and Selection Policy**

### **Statement of intent**

Toy Box Pre-school is committed to equality of opportunity and non discrimination in its recruitment and employment practices and aims to ensure that employment and progression within the Pre-school is determined solely by application of objective criteria and personal merit.

### **Aim**

To actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from a wide variety of candidates for interview based on their skills, qualifications and experience. No job applicant or employee will be treated less favourably than another.

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

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

### **Advertising**

In the interests of equal opportunities we will ensure that all job vacancies are advertised in a wide variety of places to attract applicants from all of the community eg Pre-school noticeboard, local Post Office, local noticeboard, local press, Job Centre, Parish magazine. Wording of the advert will communicate clearly our specific requirements and not use discriminatory language or unnecessary jargon.

### **Interviewing**

We will shortlist candidates against the job specification, inviting them to attend for an interview. We will do what we can to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination. We will avoid making biased judgements and select the best candidate for the job, based on the recommendations from the interview panel.

### **Employing Staff**

We will instigate checks and references, notifying Ofsted about staff appointments and prepare an individual induction package.

### **Recruitment and Selection Procedure**

- Assess the vacancy and compile the job description and person specification for the position.
- Advertise vacancy ensuring any advert contains a statement that, if required, a Disclosure will be requested in the event of the individual being offered the position. Post the advert on the Pre-school noticeboard.
- Shortlist applicants against the job description and person specification.
- Apply for references directly, if references are supplied by applicant verify authenticity by phoning the person who has signed the reference.

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- Interview for the vacancy in line with the organisations recruitment and selection policy and the Recruitment of Ex-offenders policy.
- Check applicant's identity at the interview, with appropriate documents, e.g. Birth Certificate or Passport ensuring that any photograph and date of birth are consistent with the appearance of the applicant, and checking that any expiry dates have not passed. If the name has changed e.g. Marriage Certificate, divorce details, deed poll documentation.
- Ensure the applicant has the relevant training, qualifications and experience.
- Establish the applicant's full employment history and medical suitability for the position.
- Apply for DBS checks obtaining an enhanced disclosure check.
- Confirm that the applicant is eligible to work in the UK by checking and copying one of the following original documents:
  - A full British passport or another passport with a stamp confirming the applicant's right of abode in the UK.
  - A passport or identity card confirming the applicant is a citizen of the European Economic Area or Switzerland.
  - A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
  - A passport or other document issued by the Home Office which has an endorsement stating that the applicant has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
  - A passport or other travel document endorsed to show that the applicant can stay indefinitely in the United Kingdom, or has no time limit on their stay.
  - A passport or other travel document endorsed to show that the applicant can stay in the United Kingdom; and that this endorsement allows the applicant to do the type of work being offered if they do not have a work permit.
  - An Application Registration Card issued by the Home Office to an asylum seeker stating that the applicant is permitted to take employment.

**Or** confirm that the applicant is eligible to work in the UK by checking and copying **two** of the following original documents:

**First Combination**

A document giving the applicant's permanent National Insurance Number and name e.g. P45, P60, National insurance card, or a letter from a Government agency.

**As well as** checking and photocopying one of the above, check and copy **one** of the following documents:

- A full birth certificate issued in the United Kingdom, which includes the names of the applicant's parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation stating that the applicant is a British citizen
- A letter from the Home Office to the applicant which indicates that the person named in it can stay in the United Kingdom, or has no time limit on their stay.
- An Immigration Status Document issued by the Home Office to the applicant with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay.

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- A letter issued by the Home Office to the applicant which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.
- An Immigration Status Document issued by the Home Office to the applicant with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.

**Second Combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK.
- **As well as** a document issued by Work Permits UK, check and copy one of the following documents:
  - A passport or other travel document endorsed to show that the applicant is able to stay in the United Kingdom and can take the work permit employment in question
  - A letter issued by the Home Office to the applicant confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.
- Set start date once references have been received and all documentation has been signed. Await DBS checks.
- Should DBS or reference checks not be clear further discussion and clarification will be requested from the applicant in line with our Recruitment of Ex-offenders Policy.
- Ensure the new employee:
  - Is aware of the probationary period.
  - Is aware of their ongoing responsibility to declare any offences / orders which may effect their suitability to care for children or have unsupervised access to children, therefore disqualifying them from working with children.
  - Has signed the application form signing that they are suitable to work with children.
- Prepare an induction programme for the new staff member.

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	