

Recruitment and Selection Policy

Summertime will evaluate and review every vacancy and ensure that equal opportunity is given to all applicants, taking care that there is no discrimination in its recruitment and employment of staff. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability and qualifications for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership.

Summertime meets the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that staff and volunteers are appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Advertising Vacancies will be advertised where they can be accessed easily by all. Adverts will include:

- ❖ Job Title
- ❖ Job Description / person specification
- ❖ Details of any relevant qualifications or experience necessary
- ❖ Hours to be worked and full time/term time
- ❖ How to apply for an application form
- ❖ A statement making clear the need to for a DBS check and two references

Application Form and Information Pack All candidates will be sent a pack either by post or email that contains An application form, job description person specification, Summertime's safeguarding policy, and a health declaration form. This will give the candidate all the relevant information they will need to apply for the position and provide evidence to show how they meet the person specification. **A Curriculum Vitae will not be accepted on its own.**

Shortlisting

Application forms will be looked through by the manager, deputy manager and possibly a committee member. and a short list will be drawn up of suitable candidates to interview. As part of the interview process candidates will take part in a stay and play session where they may be expected to plan an activity for a group of children and complete a short evaluation afterwards making links to the EYFS with regards to the children's development.

Interviews and Employment Checks

The Manager and Deputy Manager and usually a committee member will be present at the interview and a set list of questions will be asked that relate to the job role. A copy of their answers will be kept. Following the interviews, the successful candidate will receive a conditional offer of employment. If this offer is accepted two references are taken up and a DBS check is made before the offer of employment is confirmed.

All new staff are required to complete a DBS check and sign a suitability person form and a confidentiality form. Qualification certificates and ID documents will also be checked.

Job offers made are subject to us receiving a clear DBS and two references from the applicant.

New staff will be on a 6 months probationary period which can be extended at the committee/managers discretion. Staff handbooks and policy booklets will be issued at the induction along with the settings code of conduct, it is every member of staff's duty to read and adhere to the setting policies and procedures.

DBS Checks and Storage As an organisation using the Disclosure and Barring Service to help access the suitability of applicants for positions of trust at Summertime. complies fully with its obligations under the General Data Protection Regulation (GDPR)

We will record the name of the person concerned, the date that a certificate was issued, the position for which the certificate was requested, the unique reference number of the certificate, the type of DBS check and details of who obtained the check. Where an individual is subscribed to the DBS Update Service we will carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate. Information will be kept securely in a locked cupboard with access limited to only those who are entitled to see it as part of their duties.

Ongoing Suitability. staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children - whether received before, or at any time during, their employment at Summertime.

Notifying Ofsted of changes. Summertime will inform Ofsted of any changes to our Registered Person.

Induction. Staff undergo induction training in the first week of their employment. This induction includes Health and Safety Policy and Safeguarding Children Policy. Other policies and procedures are supplied for reading within the induction meeting.

Cathy White
Manager
January 2019