



## RECRUITMENT POLICY UK

### **Introduction**

Tigers Childcare colleague recruitment and selection policy outlines our process for attracting and selecting external and internal job candidates. At Tigers Childcare we aim to have a high-quality colleague team who act in the best interests of the children's safety and welfare. To do this we have a range of procedures to support the recruitment, development, and retention of staff.

Tigers Childcare is committed to our equal opportunity policy at every selection stage and hiring teams always aim for a well-planned and discrimination free hiring process.

### **Scope**

This policy applies to all colleagues that are involved in hiring for Tigers Childcare and it refers to all potential job candidates.

### **Definitions**

For the purposes of this policy 'hiring manager' refers to the nursery manager, deputy manager or another senior member of the team, including our Operations Director and HR manager as required.

### **Policies & Procedures**

The nursery's policies and procedures in respect of colleagues are governed by the following:

- The best interests of the children, their welfare, safety, care, and development.
- The requirements of the Early Years Foundation Stages.
- The needs of the children, including maintaining continuity of care.
- Compatibility between all colleagues and the building of a good team spirit.
- Consideration of the advancement of each colleague both by internal and external training to help them achieve their maximum potential.

We will ensure:

- The provision of a job description prior to an interview.
- All interviews will follow our recruitment procedures to ensure safe, fair and non-discriminatory recruitment occurs.
- The provision of a statement of terms and conditions and contract for every colleague staff in employment.
- Prior to commencement of employment, the successful applicant shall be provided with an offer letter (conditional on an enhanced Disclosure and Barring Service (DBS) clearance).
- New colleagues will be provided with copies of all the policies and procedures, and we will ensure their understanding and adherence to these over an induction period.
- Discrimination or harassment of any member of staff relating to sex, race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third-party harassment by those not employed by the nursery.



## **Legal Requirements**

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations.
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks.

## **Advertising**

We use reputable websites and our social media outlets to advertise for externally for any vacancies. We also use recruitment agencies who specialise in the recruitment of childcare professionals. The main aim is to attract the candidates that are the best possible candidates for the position. To ensure this, the content of the advertisement must be clear and concise, and details should include, the nature of the job, the qualifications and or experience needed to carry out the job, the main purpose, tasks and responsibilities, personal specification, salary, holiday entitlement, and rewards that go with the job.

### Advertising Internally

Hiring managers can post a job vacancy internally before starting to source candidates externally. If a job is advertised internally hiring managers can:

- Advertise the job through company newsletters, emails, the company website, and social media pages.
- Set a deadline for internal applications

## **Recruitment & Selection Process**

As a company, we must be effective in the recruitment and selection of colleagues and retention of the best people. Making the right choice in selecting colleagues is very important and selection should be based on skills, knowledge, and ability instead of race or gender. We take into consideration the Equality Act 2010 to ensure all applicants are treated fairly.

The hiring teams go through the following steps of recruitment process. The steps may overlap and hiring manager may remove/add steps as appropriate. The first five steps are mandatory in every hiring process:

1. Identify need for an opening
2. Plan whether to hire externally or internally
3. Review the job description accordingly and create a job advert
4. Select appropriate sources for posting the job (external or internal)
5. Decide on the selection stages and timeframe
6. Review candidates resumes in the selected database (Candidate Manager)
7. Source passive candidates on online platforms (LinkedIn, Facebook etc.)
8. Shortlist applications
9. Proceed through all selection stages
10. Run background checks including enhanced DBS check and obtaining two references.
11. Select the most suitable candidate
12. Send the following information to [HR@tigerschildcare.com](mailto:HR@tigerschildcare.com):
  - a. New Colleague Details Form
  - b. Colleague's application form
  - c. Colleague Suitability Questionnaire
  - d. Copy of colleague's qualifications



- e. Details of two references
  - f. A copy of the colleagues enhanced DBS certificate (unless it has not been obtained at this stage).
13. HR will issue an offer letter and copy the hiring manager in the email
  14. The offer of employment is pending references and DBS check
  15. Once offer is accepted by the candidate, HR will issue contract of employment on the first day of employment.
  16. The hiring manager runs a new enhanced DBS check on each new colleague who enters into a contract of employment with Tigers Childcare irrespective of whether they currently have a DBS certificate or not.

### **Tools of Selection**

Application Forms and CVs are used to select the best possible candidates for the job in question and managers and recruiters must know the job specifications and choose the candidates who meet the criteria. For most positions, initial telephone screening is also used to gather more information about a candidate prior to arranging interviews. Interviews take place either face to face or via zoom/MS teams.

### **Interviews**

Once selected, candidates are formally invited to an interview.

Candidates are asked to bring their completed application form and the necessary ID to allow Tigers Childcare to check their Right to Work in the UK and apply for a DBS check if successful. These documents will be checked and copied at interview. Copies will be held for a maximum period of 3 months for those who are unsuccessful before being securely destroyed.

If a candidate is being put forward to interview by a recruitment agency, the agency will have completed the Right to Work in the UK and DBS checks. The agency will also have arranged for the candidate to complete the application form in advance of the interview.

All candidates reaching the interview stage are questioned using the same set criteria and questions. The questions will be value-based and will ensure the candidate has the same values as the nursery regarding the safety and welfare of the children in their care. Each candidate is scored based on the answers given during the interview.

The hiring manager will then select the most suitable person for the position based on these scores and their knowledge and understanding of the early year's framework as well as the needs of the nursery.

Every candidate will receive communication stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

### **Screening**

Tigers Childcare is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. By ensuring that our recruitment and selection processes help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them, we are able to strengthen safeguards for children and young people.

Bank staff are screened by the agency supplying them to our nursery. Bank staff are not employees of Tigers Childcare. Agencies must furnish all required documentation to Tigers Childcare in advance of any bank staff commencing at the nursery.



Where bank staff subsequently become employed by Tigers Childcare, they will be subject to the usual safe recruitment processes.

### **References**

References are sought from two sources, current and most recent employer or two most recent employers. References must always be sought and obtained directly from the referee who must be in a managerial role and not a colleague.

References or testimonials provided by the candidate, or open references and testimonials, i.e. "To whom it may concern", are not accepted. Reference requests contain the same set of questions requesting information but also declarations on disciplinarys and/or concerns relating to the safeguarding of children.

In cases where applicant is unable to produce professional references due to insufficient work history, we can accept character references from persons of standing in community e.g., head of year, college tutor etc.

### **Disclosure & Barring Service**

It is a requirement that everyone working with children and/or vulnerable adults must have a DBS disclosure at the enhanced level. This disclosure will include a check against List 99 and Children's Barred List. The DBS disclosure must be obtained prior to the individual commencing employment and successful applicants required to sign up for the DBS update service on receipt of their DBS check. This must be maintained throughout employment. Colleagues will be asked to confirm there is no new information on their check bi-annually and Tigers Childcare reserves the right to check the update service at any time if there is cause for concern.

In certain situations, for example, to maintain staff:child ratios or where non-nursery based staff will not have access to children without this impacting their ability to complete the full range of duties, an applicant to a permanent position may be permitted to start work before their DBS disclosure has been received as long as both references have been received and are satisfactory; the DBS application process has started; the applicant has completed the DBS Declaration and Health Declaration forms satisfactorily. Where an applicant does start work without their DBS Disclosure, they cannot be left unsupervised, and they will not be required to carry out personal care (e.g., changing nappies or toileting) until their disclosure comes through.

As receipt of a satisfactory DBS disclosure is a condition of probation, if the DBS disclosure has not been returned by the end of the probation period, an employment review will be carried out and employment may be terminated.

Bank staff are not permitted to start work until all clearances have been received, including DBS. Agencies must furnish all required documentation to Tigers Childcare in advance of any bank staff commencing at the nursery.

There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and a risk assessment will be carried out by the manager and HR manager which takes into account the following:

- seriousness of the offence or other information
- accuracy of the person's self-disclosure on the application form nature of the appointment including levels of supervision



- age of the individual at the time of the offence or other information
- the length of time that has elapsed since the offence or other information relevance of the offence or information to working or being in regular contact with children.

Renewed enhanced DBS applications are made for any new colleague entering into a contract of employment irrespective of whether they currently have a DBS certificate or not.

### ***Ex-Colleagues Returning to the Nursery***

We recognise that our colleagues leave for a range of reasons and that there may be occasions that they wish to return to working with us. All ex-colleagues are subject to the safer recruitment process, no matter the time that has passed since their resignation. Where ex-colleagues who have re-applied for a post are successful, an offer of employment cannot be made without the consent of both the HR Manager and the relevant Operations Director.

### ***Ongoing Support & Safety Checks***

- All new colleagues will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a 'mentor/buddy' who will introduce them to the way in which the nursery operates.
- During their induction period (one month), all new colleagues will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure, emergency evacuation procedures, equality policy and health and safety issues.
- New colleagues will have regular meetings with the manager and their mentor during their induction period (one month) to discuss their progress.
- All colleagues are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (colleague suitability status will also be checked at bi-annually through a 'Colleague Suitability Questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager immediately.
- The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary Policy for further details.
- Following the induction period every colleague will have supervisions at least monthly. This will provide an opportunity for the manager and colleague to discuss training needs for the following month as well as evaluate and discuss their performance in the previous month.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations, and constructive feedback
- The nursery will provide appropriate opportunities for all colleagues to undertake professional development and training to help improve the quality of experiences provided for children.

### ***Communication Plan***

A copy of all policies will be available during hours of operation to colleagues and parents/guardians in the Policy Folder located in Tigers Childcare.

Parents/guardians may receive a copy of the policy at any time upon request.



Parents/guardians and colleagues will receive written notification of any updates.

**Related Policies, Procedures, References and Forms**

- Colleague Suitability Form
- Colleague Supervision Form
- Regular Agency Staff File
- [EYFS Framework](#)

**Review Date**

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