

## **BARNIES DAY NURSERIES AND OUT OF SCHOOL CLUBS**

### **STAFF RECRUITMENT, TRAINING AND DEVELOPMENT POLICY**

Barnies is committed to the recruitment training and development of all staff to enable them to fulfill their job role and to keep abreast of new ideas or developments. Staff are encouraged to develop their skills in order to assist with any career advancement they may desire to make.

#### **Staff Recruitment Process**

The recruitment process provides the first opportunity for assessing the suitability of recruiting potential applicants and Barnies is committed to providing an equality of opportunity to all applicants to ensure a fair and accurate assessment can be achieved. Therefore the process is clearly defined:

1. Review at Senior Management level taken to agree vacancy details and compile job specification document where applicable.
2. Position advertised as agreed.
3. Application responses collated using relevant documentation. Applicants to be checked for qualities that meet job specification at the first stage.
4. Suitable applicants to be invited for interview.
5. Interview to consist of completion of Application Form, Set Questions (to ensure equality for each applicant) Open Forum for additional questions and answers from both interviewer and applicant. Interview appraisal to be completed by interviewer at end of session. Applicants still meeting the job specification at this stage to be invited for a practical trial session so that both applicant and the Management of the setting can agree on suitability. It is considered as equally important for the applicant to be sure about wanting the position with Barnies as it is for us to wish to employ them.
6. Practical session to include activities directly linked to the children under the supervision of a Senior Nursery Practitioner or Manager. Activities to be planned and discussed with the relevant personnel prior to arrival and the applicant to be encouraged to relax and feel comfortable with the duties they are required to demonstrate. Feed back to be taken from all personnel involved before a final discussion with the applicant. Written comments to be made by the interviewer and held with application notes etc.
7. Offer of employment or regret letter to be issued as appropriate.
8. Barnies also has a regret letter for applicants seeking employment when no vacancy is available.

#### **Staff Suitability Process**

In order to comply with the legislative requirements and Ofsted standards Barnies requires that all staff employed or working on a voluntary basis will supply a minimum of two referees, will agree to apply for CRB checking and will complete a Health Declaration Form. Anomalies in employment, references or other concerns will be investigated and may require additional information or confirmation. A probationary period will be agreed and applied. Staff will be required to notify Barnies of any changes to their personal circumstance, health, criminal record or otherwise which may affect their suitability to continued employment. Each situation will be discussed and reviewed at Senior Management level on an individual basis shared only by those who need to know.

## **Staff Induction, Training and Development Process**

Training is viewed as being an essential contribution to the efficiency, practicality and professional outlook of the setting and ensures commitment to the parental expectations of fully trained and qualified staff.

Barnies will endeavour to meet these aims by:-

1. New staff checklist used to prepare all documentation prior to first day of employment.
2. New staff welcomed on first day and issued with all relevant documents including Contract of Employment, uniform and locker as detailed.
3. First day Induction completed.
4. Week 1, 2 and 3 Induction completed over the first three weeks provided time scales are appropriate to employees learning capacity and operational requirements. On going assessment for all new employees assures basic child care skills, ascertains understanding and therefore agrees further development or training requirements to achieve a level of efficiency acceptable to the setting.
5. Ongoing completion of Training Checklist at appropriate pace (as above). By providing on-going training to all staff will ensure improvements to their abilities and move towards achievement at a higher level.
6. Three month appraisal conducted irregardless of completion of training. Conducting a two way performance appraisal when staff will have the chance to discuss their performance and training needs. Performance reviewed and action agreed.
7. On going training and attendance at Internal Training Courses arranged.
8. Invite to commence External qualification (NVQ Level 2 or 3, Playwork Level 2 or 3 etc.) if appropriate.
9. External courses made available eg. Food Hygiene, First Aid, Behaviour Management, Child Protection etc. Encouraging all staff to attend relevant training courses, seminars and exhibitions in order to develop their knowledge.
10. Opportunities for internal promotion may be discussed and further training planned.

Barnies operates a confidentiality policy in all aspects of its operations and procedures. This policy is governed by its contents.

This policy will be reviewed on an annual basis or whenever further legislation is introduced which may require amendments to its constitution.