



# Allsorts Childcare Recruitment and Induction Policy and Procedure

## **Purpose**

Allsorts has a clear Recruitment and Induction Policy and Procedure in place to ensure vacancies are filled in the correct way, and to ensure thorough and timely inductions for all new staff members to enable them to properly do their job.

Allsorts follow all legal requirements relating to Safer Recruitment set out in the Statutory Framework for the EYFS. We also follow all requirements relating to DBS checks for members of new and existing staff.

Our recruitment process allows equal opportunity, does not discriminate, and encourages a wide range of candidates to apply

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## **Recruitment Process**

When a vacancy is identified as needing to be filled, Allsorts will usually advertise the position on Indeed, on Allsorts' website and on Allsorts' Facebook pages. The advert will contain the job description and person specification for the role.

We will ask applicants to apply for the job by completing our application form. Once the closing date has passed, the application forms will be reviewed and shortlisted against the person specification for the job.

All applicants that meet the essential criteria for the post will be invited for an interview. The interview will be conducted in two parts for childcare staff - a formal interview and a 'stay and play' session where the candidate will spend time in the room with the children. For non childcare roles, the interview process will entail a formal interview and another activity such as an admin task relating to the role. There will be at least two people on the interview panel (managers and/or the committee) and all Safer Recruitment practices will be adhered to.

All candidates will be interviewed using the same questions (relevant to the position they are applying for), and will be scored. The interview panel will then select the candidate most suitable for the job, based on their interview scores.

A verbal job offer will be made to the successful candidate and this will be followed by a letter of confirmation.

The letter will set out hours, pay and start date. The position will be offered subject to satisfactory references and DBS clearance.

Allsorts will instigate the DBS check and will take up references (1 previous/current employer reference and at least 1 character reference is normal).

We will obtain references before employment. Allsorts will not accept open references e.g. to whom it may concern and will not rely on applicants to obtain their references.

Allsorts ensures any references are from the candidate's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.

We will not accept references from a family member and we will obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.

Allsorts will secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children) or if the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.

We will ensure electronic references originate from a legitimate source and contact referees to clarify content where information is vague or insufficient information is provided.

Allsorts will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. We will establish the reason for the candidate leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

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## **Induction Procedure**

Allsorts have an in depth induction procedure and follow an Induction Programme Checklist.

The candidate will ideally have had their DBS check completed before they start working. If this has not come back in time, then a risk assessment will be carried out, and the candidate will not be left alone with children.

A verbal discussion on safeguarding will also be given at this time and all new members of staff are asked to complete a written piece of work on their responsibilities and understanding on safeguarding the children in our care.

New members of staff will be provided with uniform and will be given copies of the staff handbook and all relevant policies and procedures. New members of staff will also need their details to be added to Famly, to the staff emails and a new starter form sent to payroll, plus bank details to be set up. If no p45 is given by the new staff member then a p46 should be completed to ensure correct taxation.

At any point within the 6-month probationary period if references and checks are not completed to Allsorts' satisfaction then the staff member will have their employment terminated.

After starting, the staff member will automatically start Allsorts' one-to-one procedure and observation by senior staff on a regular basis to ensure standards are being met as expected by all staff.

All staff will be closely monitored, observed and supervised throughout the employment with Allsorts. Regular one-to-ones, appraisals, training, staff meetings etc will ensure a high standard is maintained.

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