

Staff Induction Training and Recruitment Policy

Date: September 2018

Review Date: October 2019

It is vital that local authorities and educational establishments adopt recruitment and selection procedures and other human resources management processes that help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them.

Staff Recruitment:

When a position becomes available at the nursery, this will be advertised in various ways, e.g.

- Confirmation internally of the hours required to be filled, for example; do we need this new member of staff to directly replace the person leaving or do we take the opportunity to restructure.
- Internally
- local job centre
- Wigan Council Jobs
- Word of mouth
- Nursery and school website, and newsletters

The advert would give a broad outline of job description, closing date and contact details. Once prospective persons had made their application by filling out the nursery application form, likely candidates would be short listed by the board then invited for interview with the Manager, Head Teacher of the school and some members of the board, followed by a task within the nursery environment.

Having conducted the interview with Equal Opportunities in mind and after discussion between the board, an offer would be made to the most suitable candidate. All offers are made subject to satisfactory references being received whilst awaiting suitable enhanced DBS / Police checks being carried out. It will also be established at interview that the candidate will be permitted and able to work in England and that a passport or other form of ID will be required to be seen. Offers are usually made under the umbrella of a three month probationary period. If a candidate did not meet the terms and conditions as per their contract then termination of employment may be considered or a lengthening of this three months. Any decision made would be with full consultation with the candidate.

Induction

For new employees and any work placement students the Nursery will give a short induction into the general rules and running of the nursery. The manager will normally carry this out. It is vital that all new staff and students are made aware of Safeguarding and Health and Safety codes of practice. The induction will normally take place on arrival on the first day of employment so that they feel comfortable and part of the team as soon as possible.

For example they would be shown the location of the staff facilities, where they can hang their coat, where they can each lunch etc. See Induction checklist. They will also be shown the basic risk assessment, and the location of the first aid boxes around the building. The fire exits should also be pointed out and the routes away from the building explained, as well as the procedure to follow if there was a fire alarm. The Nursery Policy document file will be given to all new members of staff and students to become familiar with and to ask questions about if they are at all unclear. They will be asked to sign to say they have read and understood the policies and that they will be adhered to.

Training

The manager of the Nursery will, at all times, encourage staff members to attend training courses that are relevant to the nursery and to keep them up to date with the latest information. Where possible these courses will be paid for by the owners and where necessary appropriate cover provided to enable staff to take time off.

Management Signature:

Date: