



Recruitment Policy

Version History

Version	Date	Author	Changes
Initial			Initial Version
2018/12	Dec 2018	JMB	SSSC Registration required within 6 months of start of employment
2019/07	July 2019	JMB	Convert to CVN
2020/01	Jan 2020	JMB	Add equal opportunities employer wording

Recruitment Policy

As an employer within the early years sector, Cambusbarron Village Nursery will ensure that the people it employs are suitable and fit to work with children. It understands that suitability and fitness for an early education and childcare post requires that applicants have skills, knowledge and experience relevant to their roles and responsibilities, that they are physically and mentally fit to work with young children and that they show integrity and are of good character. Cambusbarron Village Nursery is an equal opportunities employer, which means we provide equal opportunities to all employees starting from the application process for employment opportunities.

As an employer, the service is committed to promoting safe, fair and consistent recruitment and selection practices. It will seek to ensure that there is equal access to job vacancies and that discriminatory practices are eliminated. It will ensure compliance with all current and relevant employment and associated legislation and regulations.

As an employer in the early years sector, Cambusbarron Village Nursery understands that it is an offence to appoint an individual to a childcare position if he/she is barred from working with children.

All posts within Cambusbarron Village Nursery whether paid or unpaid are considered exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exemptions Scotland Order 2003 and the Police Act 1995 (Part V). All applicants for a childcare position in our service will be required to disclose all convictions, spent or unspent, cautions, warnings and reprimands and any other relevant non conviction information.

All applicants for a childcare position will be informed in the application package that it is an offence to apply for, offer to do, accept, or do any work in a childcare position if he/she is barred from working with children. As an employer in the early years sector, Cambusbarron Village Nursery has a duty to comply with the Protection of Children (Scotland) Act 2003 to prevent unsuitable people from being able to work with children. The Group will follow Scottish Government advice in the event of requiring to make a referral to the Disqualified from Working with Children List.

As an employer, the service will promote and follow the Scottish Social Services Council's (SSSC) Code of Practice for Social Service Employers. It will inform all employees and regular volunteers of their responsibility to meet the requirements of the Code of Practice for Social Service Workers. It will inform all applicants of the requirement to be registered in the appropriate part of the SSSC's register of day care workers within six months of being appointed to the post and the requirement to comply with the criteria for registration as currently stated on the SSSC website, www.sssc.uk.com.

In recruiting and selecting individuals to work within the service, Cambusbarron Village Nursery will ensure that staff and regular volunteers are recruited and selected through a rigorous and well established process, that takes account of fair and safe recruitment practices which include:

- Reviewing the vacancy, preparing a job description and a person specification, and determining the need for membership of the Protection of Vulnerable Groups (PVG) Scheme.
- Advertising in ways which facilitates access by all sections of the community.
- Using an application form to ensure that all applicants are invited to provide the same information and answer the same questions. The application form will ask applicants to make a declaration about their fitness and suitability to work with children, including medical fitness.
- Monitoring applications to assess and review equality of opportunity.
- Asking for self-declarations by applicants about their suitability and fitness to work with young children.
- Confirming membership of the PVG Scheme through the Central Registered Body in Scotland (CRBS) or Disclosure Scotland for the preferred applicant.
- Taking up two references and checks, one of which will be with the immediate previous employer, and where appropriate cross referencing to the Register of the Scottish Social Service Council (SSSC) or other professional organisations, for example, General Teaching Council (GTC), Nursing and Midwifery Council (MDC).
- Checking qualifications skills and experience.
- Checking that the candidate is not subject to sanctions imposed by a regulating body.
- Giving all applicants information about the job and the organisation and when they can expect to be told of the outcome.
- Asking questions on the application form and at interview which are non discriminatory and which explore an applicant's suitability and fitness to work with children, including issues of convictions/charges. It will be made clear to all applicants that although convictions or charges and relevant non conviction information will be taken into consideration during the recruitment process, disclosure of such will not necessarily prevent an applicant from succeeding. If disclosure of such is made, an appropriately qualified professional will be consulted as to the potential impact on the suitability of the candidate.
- Taking up medical references of the preferred applicant, if appropriate.

- Giving new employees and regular volunteers, at the interview and through the induction process, clear information about the service's values, the employee's role and responsibilities, relevant legislation, codes of practice and organisational policies and procedures to which they must adhere. The written terms and conditions of the post will be explained and the consequences of any breach of code of practice and rules of conduct and behaviour made known to the new employee.
- Treating all information on all applicants for a post in the strictest confidence by ensuring that it is restricted to those involved in the recruitment process and that it is securely stored; for successful applicants in their confidential personnel file; for unsuccessful candidates for 6 months and then safely destroyed by shredding, pulping or burning.
- Using induction to check new employee's knowledge and understanding of the information, legislation, codes of practice, policies and procedures to which they must adhere. Induction will also be used to help welcome and settle new staff into his/her role by providing: more information about the job and how it fits into the work of the organisation introductions to colleagues and co workers and to the work environment confirmation of terms and conditions details of accountability and management procedures health and safety/hazard awareness training continuing professional development (CPD) information and opportunities.
- Having effective management practices in place to monitor performance and conduct of employees, including regular volunteers.
- During the recruitment process a checklist will be utilised to ensure consistency and continuity of each application.

Each employee whether permanent or voluntary will have an individual checklist as part of their personal file to ensure that all aspects of their personal file are present and correct.

The good practice guidance and templates found in Early Years Scotland's Effective Employment Practice will be used to carry out the above processes and expert advice will be sought from ACAS, Disclosure Scotland, CRBS or a lawyer if unsure of the decisions to take.

Confirmation of offers of employment to preferred applicants will be subject to the receipt of satisfactory responses being received on their fitness and suitability for the post, including membership of the PVG Scheme and a medical report, if applicable. Only those authorised to see this information in the course of their duties will have access to this information. Disclosure information is highly confidential and it will be stored appropriately. A record of Disclosure will be kept in the preferred applicant's personnel file and will state:

- Date of issue of Disclosure
- Name of the person
- Disclosure type
- Position for which the Disclosure was requested
- Unique reference number of Disclosure
- Recruitment decision taken

See also Secure Handling, Use, Storage & Retention of Information Policy.

Unsuccessful applicants will be given the opportunity to seek feedback from the head of the interviewing panel. All interviewers will be made aware of the Recruitment Policy. It will be communicated to service users and to potential applicants in the application package.

Allegations of discriminatory, unfair and/or inconsistent practices made by applicants will be investigated fully and responded to in a timely manner in accordance with the service's complaints procedure. Complaints will be raised in writing and addressed in the first instance to the Board of Directors. Where the complaint involves the Lead Practitioner or a member of the Board of Directors, please refer to the Complaints Policy on whom to contact to help explore any allegations.