

Staff Recruitment, Induction and Training.

EYFS overarching legal requirement:

'Providers must ensure that adults looking after children or having unsupervised access to them are suitable to do so.'

Every Child Matters Outcome: Stay Safe

EYFS Requirement: Suitable People

(Statutory Framework, pg 29, 30 and 31)

Principles into Practice: Positive Relationships
- Key Person (card 2.4)

This policy applies to

1. Early Years Register (EYR)

This policy is not a requirement of The Childcare Register (CR), however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service provided.

Policy

- What are you hoping to achieve by having an effective staff recruitment, induction and training plan in place?
- What are the benefits to the setting, parents, children and other staff?
- What are the long term benefits to the staff and children if an effective staff training plan is in place?

Procedure

Consider the following information when detailing your procedures,

Recruitment

- Advertising Vacancies – state where you will do this, what are the reasons behind this, for example advertising in a wide and varied way to ensure a range of applicants?

- Think about what type of information you will include in your application packs e.g. application form, current and relevant job description and person specification.
- Who will be short listing and interviewing for the vacancy? (Short listing of applicants should be done by the same group of people who will be interviewing for the post.).
- What minimum qualifications do you expect the candidates to hold? (Childcare NVQ level 2 or level 3, Pediatric first aid, basic food hygiene, safeguarding).
- Do candidates meet the Core Competencies?
- Interviewing – what type of questions will you be asking? Who will be asking the questions? Will they be set against essential criteria for the post, found in the Person Spec and also the JD responsibilities?
- Will the offer of employment be subject to satisfactory references and CRB checks and health checks being received?
- How will you demonstrate that you have gathered essential information to assess the suitability of the successful candidate?
- What checks will you carry out to ensure the candidate is entitled to work within the UK?

Induction

Each new staff member should have a clear, supportive induction programme. This should include mentoring by a suitably qualified and experienced staff member.

- What information will you provide to the member of staff? E.g. policies, procedures, Safeguarding, Health and Safety, Evacuation, Staff Sickness and Staff Discipline.
- Staff should be provided with any other necessary information specific to the setting.
- There should be a set review date and regular meetings agreed to complete the induction process.
- Think about how long your induction process with new staff will take. (I.e. 3 months, 6 months.).

- Think about having a separate induction process for short term staff, students and volunteers.
- Will all staff have a separate induction file? Will some things be held in a centrally located Staff Handbook? Where is this kept? Are staff all aware?

Training

- How will you support your staff to ensure that their skills, knowledge and practice remain up to date and relevant to the role?
- How will you identify the setting's overall training needs and the staff's individual training needs? (.I.e. use of training plans Self Assessment forms, staff appraisals.). How often are they completed? Who is responsible for reviewing them?
- Where will training be accessed? (I.e. through the Local Authority, staff development, in house training.).
- When assessing and planning the training needs of the setting, preference should be made to ensure that all legal requirements for the setting are met. For example, legal requirements as set out by the LA are met and maintained. If your are registered on the Early years register and accessing EEG a suitably trained and experienced Special Educational Needs Coordinator and Safeguarding Coordinator who have sound knowledge and expertise in these areas is a requirement of your contractual agreement within the LA.
- All Childminders must have attended a training course within 6 months of registration and must hold a current paediatric first aid certificate at the point of registration.
- How will staffing levels be monitored and maintained to ensure staff are able to attend training courses?
- Ofsted must be informed of any change in names or addresses.
- Any change in persons aged 16 or older living or working on the child minding premises must be declared to Ofsted.
- Are you meeting your contractual obligations if you have successfully applied for funding through the LA?

- Does the setting have a budget for staff to access relevant training?

Date created:

Date updated:

Related policies: Suitable People

Staff Deployment and Development

For more information...

EYFS Statutory Framework

EYFS Practice Guidance

EYFS CD ROM

www.everychildmatters.gov.uk

Additional duties under national and local legal legislations:

- The Childcare (Disqualification) Regulations 2007, this requires that registered providers to inform Ofsted of any court order, determination or conviction, or any other grounds for disqualification from registration, applying to themselves, or any other person living or working in their household.
- Childcare Act 2006
- Rehabilitation of Offenders Act 1974.
- Disability Discrimination Act 1995.
- Safeguarding Vulnerable Groups.
- Employment Laws
- Anti – discriminatory legislation
- Health and Safety Legislation
- Data Collection Regulations
- Duty of Care.
- All providers other than Childminders must obtain an Enhanced disclosure from the Criminal Records Bureau (CRB) for every person aged 16 or over who works directly with children, who lives on the premises where childcare is provided, who works on the premises

where childcare is provided (unless they do not work on the part of the premises where childcare is provided or they do not work there at times when children are present).

Providers have a choice of three umbrella organisations to use when applying for CRB disclosure and must have regard to the CRB Code of Practice Further information on Umbrella companies and CRB Code of Practice can be found on www.crb.gov.uk/default.aspx?page=311

- Providers must also meet any requirements of the new Independent Safeguarding Authority (ISA) scheme once it has been implemented. For more information about ISA go to www.everychildmatters.gov.uk/independentsafeguardingauthority and www.isa-gov.org/indexhtm
- Criminal Justice and Immigration Act 2008

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children & Young People's Services (CYPS) should be used as a guide only.