



Marsh Gibbon Pre-School

Recruitment, Staffing and Employment Policy

We recruit widely within the local area, using adverts, leaflet drops and the Buckinghamshire and Oxfordshire Children's Information Services. We also use our website and social media page to advertise for employment.

Marsh Gibbon Pre-School provides a high adult: child ratio to ensure good quality childcare.

In the Pre-School:

- We have a documented interview procedure and follow the "Safer Recruitment Process" recommendations.
- All candidates are interviewed by a minimum of two people (usually the Pre-School Leader and Chair) and notes are taken. At least one of the members involved in the selection of adults to work with children has undertaken the "Safer Recruitment Training" course.
- Our application forms ask for details of two referees and these are obtained immediately following successful interviews. NB: Notes are taken if these are received verbally.
- All new staff (and Committee members) are DBS checked upon appointment and every three years thereafter.
- Potential candidates spend time within the setting with the Children, Parents and Staff to ensure their suitability.
- To comply with the Asylum and Immigration Act 1996 we keep copies of the appropriate original identification documents that show the individual has the right to live and work in the UK, e.g. UK/EEC National Passport; or a P45 and a letter of naturalisation, stating that the holder is a British citizen.
- We have at least 1 adult for every 8 children over 3 years and 1 adult for every 4 children who are under 3 years old.
- Regular staff meetings (each half-term) ensure that each child's progress is carefully monitored and that curriculum planning is adequately discussed and evaluated.
- We work towards an Equal Opportunity employment policy, aiming to offer job opportunities equally to men and women, regardless of disabilities, age, and religious, social, ethnic and cultural backgrounds.
- All of our staff holds an NVQ Level III qualification (or above) or an equivalent qualification as stated in our training guidelines.
- The staff member in charge of a session must hold at least a full and relevant level III qualification.
- Buckinghamshire County Council Early Years training courses are available to all staff.
- Our budget includes an allocation for training costs.
- We support the work of our staff by means of regular monitoring and appraisals.
- We are committed to recruiting, appointing and employing staff according to all relevant legislation.
- All new staff will be given an induction and informed of all our settings policies and procedures.
- All new staff will be put on a probation period for a minimum of 3 months and 6 months for Leaders.
- We complete a staff declaration each term as part of our one on ones to ensure the ongoing suitability of staffs.
- A contingency arrangement for staff absences and emergencies is in place to ensure a consistent experience for the children.
- We have employed an Early Years Professional within the setting to raise and sustain high quality.

Policy Links to:

[Data Protection Policy](#)

UNCRC Article Links:

[Article 1,2,3,4,19,28,29,31 and 42.](#)

[Articles can be read at the front of this Policy and Procedure folder.](#)

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