



## Recruitment and Staff Employment Policy

Ditton Church Pre-school (hereafter known as DCPS) will ensure that children have sufficient individual attention to guarantee high quality care and education. All DCPS staff are appropriately qualified and checks are carried out for criminal and other records through the Disclosure Barring Service in accordance with statutory requirements.

DCPS ensure equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. DCPS welcomes applications from all sections of the community.

Under the Equality Act there are nine characteristics (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Religion or Belief, Sex, Sexual Orientation). All DCPS policies and procedures fully comply with these characteristics. Applicants will be considered based on their suitability for the post and will not be placed at a disadvantage by DCPS imposing conditions or requirements that are not justifiable.

Through its recruitment procedures DCPS aims to:

- Attract good candidates
- Ensure equal treatment of all applicants
- Identify and appoint the best applicants
- Maintain an effective and streamlined recruiting process which makes the best use of time and money

### **Changes to Provision or DCPS**

- The Nominated Person will inform Ofsted (in writing, within 14 days) of any relevant changes to either the provision of services or the provider (DCPS). This is related to changes to the name, address and contact details of:
  - The Nominated Person
  - Setting Manager and
  - The Registered Person (Committee)



### **Recruitment of Staff**

- DCPS is committed to recruiting, appointing, employing, and training staff in accordance with all relevant legislation and best practice
- All candidates are required to complete an application form and submit a CV to register their interest
- Interviews will be conducted by a minimum of two interviewers. Interviewers will only ask job-related questions
- Positions will be offered based on competency, qualification, and enthusiasm for the position. All appointments are subject to authorisation of the setting Supervisor and Chair of the Management Committee
- DCPS use Ofsted guidance on obtaining references and criminal record checks through the Disclosure & Barring Service for staff and regular volunteers who will have substantial access to children. All offers of employment are subject to receipt of two satisfactory references and DBS certificate
- When recruiting new staff, vacant posts will be advertised on the DCPS website, the Pre-School notice board and in local outlets when considered necessary. All vacancies will also be advertised internally to all members of staff. (For further information on the DCPS recruitment process and how the '12 steps to safer recruitment' are followed, please see the DCPS 'Recruitment folder'. If a preferred candidate has been identified this will be included in any advertisement.
- At least half of all staff will meet the statutory requirement of holding a minimum full and relevant Level 2 qualification. DCPS currently exceed this requirement with most staff holding a minimum Level 3 – (as at April 2024)
- The DCPS Supervisor and Deputy will ideally hold a level 4 qualification. If a suitable applicant for either position did not hold a Level 4 qualification, DCPS would adhere to the legal minimum requirement of a Level 3 qualification.
- All staff have Job Descriptions which set out their staff roles and responsibilities.
- When recruiting DCPS will comply with The Asylum and Immigration Act 1996 procedures. (See attached)

### **Supervision of Staff**

- DCPS has a named Supervisor (Wendy Caldicott) and a named Deputy (Amy Lee). In the event of the Deputy and Supervisor being absent from the setting on the same day, the supervisor will appoint a suitable Level 3 qualified member of staff to be in charge on that day.



- DCPS supports the work of its staff by holding regular supervision meetings and appraisals
- The DCPS Supervisor attends regular management committee meetings
- DCPS hold monthly staff meetings to undertake curriculum planning and self-evaluation and to discuss children's progress, their achievements and any difficulties that may arise from time to time
- The nominated person will inform Ofsted of any relevant changes to the provision or provider, including the name, address and contact details of the nominated person, manager, and the registered person (committee), in writing within 14 days

### **Staff**

- DCPS provide staff with planned induction training, which includes Pre-School policies and procedures, including (but not limited to): child protection, safeguarding, health and safety, emergency evacuation procedures and information on manual handling. All staff are issued a staff handbook
- In accordance with the Early Years Foundation Stage Curriculum, DCPS use a Key Person system to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the Pre-School
- DCPS aim to provide a staffing ratio in excess of the requirements of the Early Years Foundation Stage Curriculum
- At least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present and will accompany children on outings
- Staff are encouraged and expected to attend training opportunities both within the Pre-School and through outside agencies and to cascade training to their colleagues
- Staff absences are managed by employing bank staff.
  - The Pre-School Supervisor will contact bank staff and inform them of what staff duties they will be required to undertake
  - If bank staff are requested to work and refuse more than three times in one term, their details will be removed from DCPS records and they will no longer be contacted



**Legislation Links**

Employment Law Act 2002

Safeguarding Vulnerable Groups Act 2006

Children Act 2004

Childcare Act 2006

Equalities Act 2010

Asylum and Immigration Act 1996

For further guidance See Section 3.9 to 3.27 of the Statutory Framework Document:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

March 2024

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

March 2025

## Asylum and Immigration Act 1996 (as amended) – Procedure

In January 1997, Section 8 (Prevention of Illegal Working) of the Asylum and Immigration Act came into force, making it a criminal offence for an employer to employ a person whose immigration status does not entitle them to live or work in the UK.

Section 8 of the Act applies to all employees, regardless of whether they are employed on a permanent, casual, full, or part-time basis.

### **Compliance with the Act**

To ensure that DCPS complies with the Act, all new employees will be asked to provide an **original** of one or more of the following documents before their first day at work:

#### **List A.**

##### **Acceptable documents to establish a continuous statutory excuse**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer



8. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. 10 A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B

##### Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### List B

##### Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.



2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

For full information and guidance issued by the Home Office:

[An Employer's guide to Right to Work checks \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)