



## Staffing, Recruitment and Employment Policy

### Recruitment and Selection Policy

We are committed to equality of opportunity in our recruitment and employment practices. We aim to ensure that employment and progression are determined solely by objective criteria and personal merit. No job applicant or employee will be treated less favourably than another. In order to achieve this we will follow the following principles:

- **Job Review** – we will consider whether each job is necessary. For a post to be advertised it must meet both our needs and our legal responsibilities.
- **Advertising** – in the interests of equal opportunities we will ensure that all job vacancies are advertised in a wide variety of places to attract applicants from across the community. Wording will communicate clearly our specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.
- **Selection** – we will consider all candidates against the job specification, selecting a short-list of candidates to be invited to an interview. We will take all possible steps to avoid making biased judgments and select the best candidate for the job.
- **Interviewing** – in addition to a formal interview, we will give all short-listed candidates the opportunity to demonstrate their relevant skills, if appropriate, to the job they are applying for.
- **Employing staff** – we will instigate checks and references, notify the registering authority about staff appointments and prepare an induction package.
- **Cover** – where it is not possible to implement this procedure in full (e.g. emergency cover), staff should be sought from an organisation that follows a similarly rigorous recruitment and selection procedure.
- **Reviewing the policy** – this policy (and its implementation) will be reviewed annually to ensure that individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and the requirements of the job.

In the context of the above policy, for each vacancy, we will follow the procedure below.

1. Review each job and create (or amend) recruitment materials accordingly:
2. Job description – details of the duties and responsibilities
3. Person specification – details of the attributes that the successful candidate MUST have to be short-listed and SHOULD have to be the ideal candidate.
4. Advertise the vacancy at Ashton Gate Out of School Care (AGOSC) in the local job centre, with Bristol Association for Neighbourhood Daycare (BAND) and other relevant community initiatives (other than in exceptional circumstances), and at other appropriate locations.
5. Shortlist and interview in line with our policy, giving the candidates interviewed the opportunity to demonstrate their relevant skills.
6. Apply for references, personal references and health reports (if appropriate).
7. Apply through the Office for Standards in Education (Ofsted) and/or other relevant agency for police and other necessary checks.
8. Ensure the selected applicant has the relevant training, qualifications and experience.



9. Check identity, address and eligibility to work in the UK from the appropriate documents:
  - a. **Name & address** - birth certificate, passport, driving licence, utility bills. Also marriage certificate, divorce details, deed poll (where their name has changed).
  - b. **Eligibility** - national insurance number or P45, P46, P60 or work permit.
  - c. Ensure all appropriate checks with the registering authority are initiated and copies of the relevant references received as soon as possible.
  - d. Ensure the new employee is aware of their probationary period and prepare an induction programme for the new staff member.

## **Employment Strategy**

### **Recruitment**

To ensure it has fair recruitment policies and its workforce reflects the community it serves, the setting will:

- Regularly review all job descriptions and written person specifications to make certain they are in line with AGOSC's policy on Equal Opportunities; do not contain discriminatory criteria and they accurately reflect the requirements of the post. We will consult with children as part of these reviews.
- Include the following in all job descriptions:
  1. The objective of the job.
  2. Details of available training.
  3. Details of hours.
  4. Salary details.
  5. Name of the supervisor
  6. Responsibility for staff and volunteers (if any).
  7. Duty of responsibility for implementing the organisation's Equal Opportunities policy
- Include with all application packs:
  1. Job description and person specification.
  2. Equal Opportunity monitoring form with a stamped addressed envelope for its return.
  3. Additional information stating the closing time / date for applications, anticipated date/s of interviews and whether unsuccessful applicants will be informed.
  4. Additional information stating – closing time / date for applications, whether unsuccessful applicants will be informed and anticipated date(s) of interviews.
- Monitor all applications at application, short listing and appointment stages.
- Enable people to apply in different formats e.g. tape etc; or to have assistance if appropriate.
- Review application forms to ensure they do not ask for unnecessary information and that the front sheet containing personal information will not be seen by the interviewing panel.



8. When a job involves irregular or unsociable hours or travel, refer to the full facts in the job description and other recruitment literature.
9. Include the statement: "Ashton Gate Out of School Care is striving to become an Equal Opportunities employer" in all job advertisements, both internal and external.
10. Not discriminate directly or indirectly in recruitment for posts by including any requirement or criteria that might exclude applicants.
11. Only retain age limits if they are necessary to the job. Any unjustified age limit would constitute unlawful indirect discrimination.
12. Not limit job advertising to a single method. There will be no 'word of mouth' recruitment and posts will not be advertised in such a way as would effectively exclude oppressed groups. AGOSC will make a positive effort to advertise in the specialist press e.g. black and ethnic minority papers and local free papers. It will notify local community and voluntary organisations through the appropriate media.
13. Ensure that short listing and interviewing is carried out by more than one person and is done solely according to person specifications. Interview panels will be representative in terms of equal opportunities issues and where possible, panel members will be offered training in equal opportunity recruitment procedures. A panel of selected and trained children will be involved in the interview and selection process.
14. Ensure that interview questions will be related only to the requirements and circumstances of the job and will not be of a discriminatory nature. The same questions will be asked to each candidate.
15. Ensure selection decisions are not be influenced by discriminatory criteria e.g. sex unless for genuine occupational reasons.
16. Take up references only after a decision has been made.
17. Send referees the job description and person specification and ask them to comment on the candidate's ability to carry out the duties listed.

### **Person Specification**

- The person specification will highlight the essential and desirable skills and qualities required for a job. It will vary according to the job description.
- The interviewing panel will draw up the person specification before the job is advertised, using the job description. It will be sent out with the application form.

### **Short listing**

- Short-listing will be carried out by the people who conduct the interview. They will compare the person specification with the application forms.
- Candidates will be short listed for interview only if they meet the essential criteria in the person specification.
- Desirable criteria will only be used if there are too many candidates meeting the essential criteria, to interview.



## **Interviews**

1. All interviewers will be offered training in equal opportunities and interviewing techniques, wherever possible.
2. The same questions will be asked of all candidates and will be prepared in advance by the panel.
3. More than one person will always interview.
4. Notes of replies to the questions and how the decision was reached will be kept, as candidates are entitled to ask for justification of decisions and can approach a tribunal if they feel they have been discriminated against.
5. Personal questions about family commitments, impairment, marital status, age, country of origin etc. will be avoided.
6. The format for interviews will be;
  - Introduce panel members.
  - Ask questions relating to the person specification.
  - Tell the person more about the job.
  - Provide an opportunity for the candidate to ask questions.
  - Ask if anything is unclear.
  - Tell the applicant when the decision will be made and how s/he will be notified.
7. See also Recruitment and Selection with Children Policy for details on how children will be involved in the interview stage.

## **Making the decision**

1. Decisions will be made based on how well the person meets the criteria in the person specification.
2. Interview questions will reflect areas listed in the person specification. Panel members will individually score interviewees responses to questions.
3. Panel members will total their scores for each interviewee at the completion of all interviews.
4. Scores will then be ranked and compared. If there are variations in ranking, panel member's scores may be totalled and re-ranked.
5. Score sheets and ranking charts will be kept for a period of three months from the completion of the interview process.

## **Qualifications, Training, Skills, Knowledge**

AGOSC will ensure that staff and volunteers have a clear understanding of their roles and responsibilities.

All managers must hold a full and relevant level 3 qualification. The Play Centre Manager must have at least two years experience working in a suitable setting. There must be a named Deputy Play Centre Manager.

Half of all other staff must hold a full and relevant level 2 qualification.

Those staff with no qualifications will be supported in obtaining a relevant qualification at a minimum of a full and relevant level 2.



Regular staff appraisals will be carried out to identify training needs of staff and a programme of continuing professional development will work towards meeting any training needs.

### **Safe Recruitment**

All AGOSC staff, volunteers and management committee have enhanced Criminal Records Bureau (CRB) disclosures. Anyone without enhanced CRB disclosure must not be left unsupervised.

Recruitment records will include the unique reference number of CRB Disclosures obtained and the date on which they were obtained.

They must also meet any requirements of the new Independent Safeguarding Authority (ISA) Scheme once it has been implemented.

We will notify all people connected with AGOSC who work directly with children that we expect them to declare all convictions, precautions etc. that are incurred since their CRB disclosure.

### **We will notify Ofsted of the following:**

- About any significant changes . This must be in advance of the event where reasonably practicable otherwise within 14 days. Changes may include:
  - Change of manager
  - Change in name
  - Change of nominated person
  - Change of management committee members
- About any court order, determination or conviction or any other grounds for disqualification from registration applying to themselves or any other person living/working in their household.
- About any changes to or phone number.

### **Alcohol/Other Substances**

When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. This includes being affected the day after drinking alcohol or taking substances. If a member of staff is deemed, by the Play Centre Manager, to be unable to perform their role effectively they may be asked to leave. Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if conformation that the medication is unlikely to impair their ability to look after children.

### **Further Information**

ACAS helpline: 08457 474747 - free advice on employment matters.

ACAS also runs training for small businesses - there is a charge.