

Duchy Preschool & Playgroup, Bradninch			Page 1 of 3		
Document.	021	Recruitment & Retention Policy			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Aims

The Duchy Pre-school and Playgroup is an equal opportunities employer and its recruitment/selection and promotion procedures aim to guard against discrimination on the basis of creed, colour, ethnic or national origin, sex, age, marital status, domestic commitments and caring responsibilities, physical or mental disability, social background, grade, sexual orientation, religious or political beliefs, trade union activity or for any other reason not relevant to good employment practice.

Our aim is to ensure that the best available person for the job is appointed, and that they stay happily in position.

Recruitment

We will:

- Advertise a position in the Duchy Pre-school & Playgroup when a position becomes available or as new staffing positions are decided upon by the staff and committee together, for example as a new session opens.
- Advertise the job widely including in the Pre-school/playgroup newsletter, local primary school newsletter, the local Spar shop, the press, local higher education colleges and local job centre depending on decisions made by the committee as to the most appropriate places to search out new staff and the type of role
- Describe the job clearly and shortlist according to strict criteria based on the job being advertised. Criteria will include reference to training and qualifications required, experience and appropriate checks in accordance with Government legislation at the time. The date of closure for applicants will be clearly shown and the timescale for interviews and offers of the job available from the Business Manager.

The committee will decide how to constitute an interview panel. Normally this will consist of the committee Chairperson and one committee member, along with the most senior member of the teaching staff, but the committee will decide the most appropriate constitution based on the seniority of the appointment and the availability of staff and trustees. This panel will decide on a set of questions related to the criteria, which will be asked of each candidate and given a score. The scores for all candidates will be used to inform decision making but may not be the sole factor.

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After a candidate has been offered the job, references will always be taken up and an Enhanced Disclosure required (either CRB or DBS). On satisfying these requirements the job offer will be confirmed and terms agreed for monitoring the new staff member.

Retention

We will:

- Offer new staff members an Induction Programme, before their first session, which will include introduction to other staff members, the setting and how it works and our set of Policies. This will be led by the Managing Supervisor who is best placed to answer any questions the new staff member may have. Once the new member of staff has read the policies and been through the Induction Programme information (which includes Health & Safety information) he/she will sign an agreement form confirming their induction. This process allows the new staff member to ask any questions or discuss any issues which may arise.
- Offer all staff in the setting Supervision meetings with the Managing Supervisor every half term. Meetings will be arranged during the working day and this again provides an opportunity for successes to be celebrated and problems to be discussed and worked on.
- Conduct annual appraisals of all staff. For the teaching staff, the appraisals are led by the Managing Supervisor who meets with each staff member and discusses peer-on-peer observations which have been carried out over the year, training undertaken and training identified. The appraisal of the Managing Supervisor and administrative staff is conducted by the Chair of the Trustees and another committee member (usually a member of the Personnel Sub-committee).
- Offer the opportunity of contributions to a stakeholder pension scheme. The committee offer 3% of salary if matched by any contributions the staff member makes.
- Offer staff who leave the opportunity of an exit interview with a member of the Personnel Sub-committee.

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Responsibility for periodic review	Personnel Sub-committee
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Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and reviewed for AGM	15/11/11	AGM
02	Addition of scope statement. Reference to DBS	02/01/14	PNW

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