

CHEEKY MONKEYS DAY NURSERY

Company Number 4911321

Recruitment Policy

Staff Employment

At Cheeky Monkeys we only employ staff who we feel are suitable to work with children. We only employ practitioners who genuinely care for children and have their best interests at heart.

- All positions are advertised without discriminating against sex, disability, race or age. The advert is worded in such a way that would show we are a thorough setting who will be thoroughly vetting our staff prior to employment. This is intended to deter possible offenders applying for the position. (*Refer to Safeguarding Policy*).
- All applications and CV's are vetted to ensure that they meet the settings criteria prior to interview.
- Two members from the management team are responsible for the recruitment process and the interviewing of candidates.
- All staff are required to provide a Curriculum Vitae at the time of the interview. They are asked to discuss their previous work history and any gaps in the CV are questioned. They complete a detailed questionnaire which discloses any previous names, we request addresses from the last five years. The questionnaire asks them to disclose any child protection allegations which they may have had against them and the outcomes.
- The original qualification certificate is viewed at the interview and a copy is taken and kept on file. If there are any concerns as to the authenticity of the certificate then the college or university of issue is called.
- Candidates are required to provide at least two references, one of which should be from a current or previous employer who can comment on his or her suitability to work with young children. At least one reference is checked prior to interview. Management verbally check the references, if the referee is willing to speak via the telephone and then both are requested in writing. The written references are kept on the staff's file. Staff are not employed until at least one reference has been verbally checked and is of a good standard. Staff are not permitted to work unsupervised until both of their references and enhanced DBS are back and acceptable.
- Staff with unsatisfactory references are not employed.
- Volunteers or students who are working with children for the first time are required to give two character references.
- The candidate is required to show photograph ID such as a passport or drivers licence. A copy is taken.

- A job description and code of conduct is given during the thorough induction process.
- Any existing enhanced DBS's are viewed prior to employment and the number is recorded together with any stated DBS information.
- New staffs existing DBS will be used providing it is within 12 months of the start date
- All existing employees including the manager's DBS's are renewed every 3 years or register them on the online update service.
- Staff make a contribution of £2 per week paid direct from their wages towards the cost of their DBS and training/course costs.
- If staff leave or have their employment terminated within 12 months of any courses or training attended they are responsible for half of the total training/course costs incurred. Staff will also be required to pay the entire balance outstanding for their DBS fee. Staff's £2 contributions will be taken into consideration when calculating the amount owed and will be deducted from the total balance owed if there is sufficient monies to cover all or some of these costs. Any remaining balances will be deducted from any final balance owing to staff in respect of salary/holiday/overtime and if there is a surplus balance owing staff must pay the balance within a reasonable time which will be discussed between staff and management.
- During their first week of employment, staff are given an induction into their new role where copies of all policies and procedures are given and explained. These are signed for to say they have been given and understood.
- Staff are employed on a 3 month trial period. Contracts are issued when the trial period is up.
- After employment commences staff have a supervision after 2 weeks, 4 weeks, 8 weeks and then every 12 weeks to discuss their practice, role and set mutual goals. Professional Development Plans are carried out annually to assess their work and discuss their strengths and areas for improvements. Inhouse training and monthly questionnaires are carried out which filter into monthly peer observations.
- Staff inductions will be repeated where necessary.
- All staff are made aware of their role as a member of staff and know behaviour that is acceptable and unacceptable and such consequences.
- NVQ level 2, new staff, Volunteers, parents/carers, agency staff students and all other setting visitors are always kept under supervision.
- Staff are aware that they are frequently viewed on CCTV.

Agency Staff

- We endeavour to use the same agency where possible for continuity.
- We only request staff with clear DBS's.

- The agency issues us with their DBS number upon confirmation of booking.
- The staff will complete a registration form and induction upon arrival.
- Agency staff are not left alone with the children unless they are regularly used by us and we are confident with them and their work and they are well acquainted with the children.
- Staff under the age of 18 are considered minors under The Children's Act legislation. For the purposes of Safeguarding staff are to monitor and record any concerns as they would a child of the setting.

We have selected our Gardener's from a reputable agency from rated people.com. They all hold clear DBS's. We hold their numbers on file. They are never left alone around the children.

All staff, parents and carers are included in the policy making process at Cheeky Monkeys Day Nursery. All policies are reviewed annually or in the event of any changes needing to be made.

Revised July 2009 Revised January 2010 Revised March 2011

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Reviewed January 2014 Revised January 2015 Revised January 2016

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