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	POLICY - Recruitment of Staff			

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## 1. PURPOSE

At FossoPLAY we believe the success and quality of our service relies solely on the quality of our staff and their ability to care for, nurture, support and safeguard the children placed in our care. The following Staff Recruitment Policy has been written to establish and embed a robust and rigorous recruitment process that will ensure successful applicants are selected fairly on their ability to perform their chosen roles to the highest standard and inline with nation legislation and policy frameworks

## 2. SCOPE

This policy applies to all staff and volunteers, including students, involved with FossoPLAY

## 3. RESPONSIBILITIES

1. The **Owner** is responsible for the following (a) upholding the policy requirements in relations to all recruitment and selection processes (b) conducting and supporting the process of recruitment through each recruitment stage, as identified in the table below. (c) Ensuring that all staff are aware of, have access to, and adhere to procedure. (b) Providing adequate suitable resources and training to enable staff to follow this procedure
2. **Nursery Manager** is responsible for the following (a) supporting the owner in all aspect of recruitment in line with policy framework (b) inducting and directly supporting the owner with recruitment and selection process relating to the appointment of deputy manager, practitioner, volunteer posts, and student placement when applicable. (c) Ensuring that all staff are aware of, have access to, and adhere to procedure. (b) Providing adequate suitable resources and training to enable staff to follow this procedure
3. **Play Practitioners** have responsibility for the following: (a) to participate and support recruitment and selection procedures where appropriate. (b) read and understand all policies relating to strategic and operational aspects of FossoPLAY.

#### 4. PROCEDURE / PROCESS

#### 5 Staged Recruitment Process

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
<b>Formal Application</b>	<b>Interview Stage</b>	<b>Reference Check/ PVG &amp; Trial Period</b>	<b>Reflective Log Submission</b>	<b>Formal Offer of Employment</b>
Application Form	Panel interview (this includes check against any formal qualifications listed by applicant)	Conditional offer of employment subject to fit person checks - followed by a 4 Week Trial Period	Submission of learning and reflections form trial period	Formal Offer of Employment or withdrawal of conditional offer
CV	Group activity			
	Children's interaction			

**A further 3 month probationary period will be applied to all appointments, commencing from the date the formal offer of employment is accepted.** The named FossoPlay owner reserve the right withdraw a formal offer of employment at the end of the 3 month probationary period if the applicant fails to adhere to the FossoPlay policy framework or does not meet the expected standard of practice in relation to the care and welfare of children. This probation period will be monitored and assessed as a part of the nurseries formal staff induction program (See policy document 09 - Staff Induction and Development).

#### 5. REFERENCES

**Scottish Social Service Council - Code of Conduct for Employers**

**Safer Recruitment Through Better Recruitment 2007**

## 6. OPERATIONAL PROCEDURE

### Recruitment Stages - Descriptions:

Recruitment Stage	Procedural Description
<b>Stage 1</b> - Formal Application	<ul style="list-style-type: none"> <li>• Receipt of CV and Application Form. Candidate short-leet process. Selected candidates progress to Stage 2 (Interview).</li> </ul>
<b>Stage 2</b> - Interview Stage  Information and observations will be added to formal interview scores to decide upon preferred candidate.	<ul style="list-style-type: none"> <li>• All candidates interviewed using (the same) pre-agreed questions (Interview panel will have a minimum of 2 and maximum of 3 interviewers). Candidates will be scored for each answer against a pre-determined score card.</li> <li>• Group activity with candidates to assess interpersonal skills, team working and problem solving competency.</li> <li>• Interactions with children and staff members, within the setting, will be observed and assessed. this will include the views of children and staff.</li> </ul>
<b>Stage 3</b> - Trial Period / Reference Checks & PVG	<ul style="list-style-type: none"> <li>• References and relevant PVG checks will be carried out for successful candidates from Stage 2.</li> <li>• 4 week trial will include candidate carrying out the relevant duties of the role, including interactions with parents/carers. Parent/carer comments and feedback will be considered in relation to candidates suitability for the role.</li> </ul>
<b>Stage 4</b> - Reflective log submission	<ul style="list-style-type: none"> <li>• Candidates will submit 1000 word reflection on their trial experience within the setting and outline why they are right for the role and fit within the FossoPlay ethos</li> </ul>
<b>Stage 5</b> - Formal offer of employment	<ul style="list-style-type: none"> <li>• Successful candidate will be given formal offer of employment. Offer will be open for 5 working days from the date the offer is made. If a formal letter of acceptance is not received within this timescale the offer of employment will be withdrawn.</li> </ul>
<b>3 Month trial period</b>	

### REVISION HISTORY

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