

HUMAN RESOURCES POLICY

Daisy and Rainbow Childcare is committed to placing the best interest of children's welfare and development at the centre of all staffing matters. Daisy and Rainbow Childcare recognises that our staff are our most valuable resource, as it is through their commitment and effort that good quality provision can be established and maintained. Therefore, we are dedicated to recruiting and maintaining a well motivated, highly skilled professional staff team.

RECRUITMENT

1. We will use the recruitment procedures checklist to guide the process of recruitment as efficiently as possible.
2. At all times, we will adhere to our policy of being an equal opportunities employer.
3. All recruitment and selection processes are fair and transparent. Applicants are treated in a non-discriminatory and consistent manner. Appointments are made based on best fit to the job description and person specification.
4. Job descriptions are written to a format which includes job title, normal hours of work, remuneration, accountability, line management, experience/qualifications sought, brief description of role, key tasks, and responsibilities.
5. Person Specifications are written to a format which lists both the desirable and essential skills, qualifications, competencies, and knowledge to be used as assessment criteria for the post.
6. The recruitment process will fit to a pre-agreed time frame, stating a closing date and wherever possible indicating to applying candidates when interviews are expected to happen.
7. Job descriptions, person specifications and advertisements for the post will be the responsibility of the Childcare Services Manager, supported by the Finance Officer.
8. All posts will be advertised publicly via Job Centre Plus, via appropriate recruitment websites, internally on notice boards and additionally on school gates, via social media and newsletters where relevant.
9. Applicants will receive an application pack consisting of our standardised application form and job description. [Application Form](#)

SELECTION.

1. Short listing will be carried out by at least two of the interview panel and will prioritise candidates against the person specification.
2. The interview panel will normally consist of the Childcare Services Manager and the senior team Co-ordinator and further member of the senior team when possible. When a senior management position is being recruited, a representative from the Board of trustees will be invited to join the panel.
3. The interview will be held face to face or via Video Conference call as fits the circumstances – the same medium will be used for all candidates for the same post.
4. A member of the recruitment board will have accessed the Safer Recruitment Training.
5. All interviewed candidates will be asked a preset set of questions and scored against their responses. Candidates applying for a supervisory role may also be asked to give a presentation.
6. All candidates will be required to confirm, in writing, that they have not been or are the subject of a criminal investigation or conviction.
7. The Health Declaration form will be completed by all candidates at interview and left unopened until the successful candidate has been offered the post.
8. A conditional offer of employment will be made which, in most instances, will be followed by an invitation to complete an assessed work trial when either party may decide that the offer of employment may be rejected.
9. The successful applicant will be informed initially in person via phone and will receive a written conditional letter of appointment.
10. The conditional letter of appointment will include, job title, start date, hours, remuneration and highlight the conditions of probationary period i.e. DBS check and two valid references. The

candidate will be asked to sign two copies, returning one copy to our administrator and retain one for his/her own records.

11. All unsuccessful candidates who have been interviewed will be given the news verbally by the Manager whenever possible and given feedback. Otherwise, they will be notified in writing.
12. If the essential selection criteria cannot be met the post will be re-advertised.
13. All recruitment records will be retained for a period of 3 months.

RECRUITMENT and DBS CHECKS

1. All new members of staff will be asked to undergo an enhanced DBS check.
2. Individuals will be required to complete the DBS application online and make the payment for the check.
3. Candidates will be requested to bring their certificates for scrutiny and to provide necessary ID.

INDUCTION

1. New staff will be invited to start their induction usually with the childcare services manager or the setting coordinator prior to starting their role.
2. The induction will last 6 months. Best Practice is shared by the setting coordinator and the ascribed mentor will support the on-the-job practise.
3. The Childcare Services Manger will meet with each new employee at 1 month, 3 months and 6 months through their induction. These interviews will be documented on the supervision record.
4. The induction includes key information to be learned, key skills to be demonstrated and core training requirements.
5. There is a separate and additional leadership induction programme and programmes specific to administration roles.
6. All new staff will be expected to adhere to the uniform and dress code policy to enhance the individual's sense of belonging.

STAFF SUPERVISION

We believe that staff should feel supported and valued in their work.

1. All childcare team members will meet with their Line Manager to review the support and care they are giving to their children at least half termly / once per every two months. Any supervision support will be notated to the Staff Supervision Form.
2. Planned and unplanned supervision will be provided as often as required by either co-ordinator or the childcare services manager when performance management issues need to be addressed, to provide support whilst in training, when trying to resolve challenging conditions and for personal support which may impact upon the workplace.. Key discussions and actions will be notated to the individual's Staff Supervision Form.
3. The Childcare Services Manager holds fortnightly operational / supervision meetings with each departmental co-ordinator to provide supervision, support, monitoring and to action progress.
4. Monthly supervision meetings are held with the Finance Administrator.
5. The Finance administrator provides direct supervision and support to the further administration team.

STAFF APPRAISAL

1. Every member of the staff team will be allocated an annual appraisal date when their Line manager will meet with them to review progress over the last year, to assess training requirements and agree any personal support requirements for the forthcoming year alongside any agreed targets and goals.
2. Members of the Leadership Team will undergo an annual appraisal to highlight strengths and possible weaknesses, to determine training needs and set targets for the forthcoming year.
3. All appraisals will follow the format laid out in the Appraisal document.

STAFF MEETINGS

There will be regular staff meetings for problem solving, information sharing and acknowledging work issues.

1. Nursery team meetings will be held at least 2-monthly.
2. Daisy team meetings are held every morning prior to opening.
3. Management "Away Day Policy and SENCO" meetings take place twice per term.
4. Full Leadership meetings take place as required
5. Team Leadership meetings are held weekly, including the deputies.
6. SEN Child review meetings are held at least once per term.

TRAINING

Daisy and Rainbow Childcare welcomes a qualified, knowledgeable, and enquiring staff team. To this end all staff are encouraged to enrich their knowledge and further their qualifications through training.

1. All staff involved with children's care will be expected to hold a current first aid and safeguarding certificate.
2. Staff are required to attend training courses, inset training and update their skills, when requested by the management team. [Training Process List](#)
3. All childcare staff will be supported to access online training at least once per term, this may be in the form of formal training, interactive webinar, listening to a podcast, watching a YouTube video or TED Talk.
4. The management team will make at least one recommended online training session available to the Team each term, however team members may advise us of their independent learning.
5. On completion of training a discussion with agreed actions will be held with the Line Manager.
6. Management and individual staff members assume equal responsibility in accessing training.
7. All staff members are required to provide and maintain up to date information with regards to training accessed so this may be added to their individual Supervision record.
8. All reasonable costs and expenses incurred to access relevant training, which has been authorised by the management, will be met by the charity.
9. All childcare staff are encouraged to hold a level 2 qualification as a minimum
10. As appropriate childcare staff are also encouraged to gain a level 3, 4, 5 or 6 qualifications.

INSET Training

1. Daisy and Rainbow close 2 days per year to provide staff training to the full team

Policy formulated on: April 2010

Policy last reviewed on: Jan 2023

Signed: Marianne Parke

