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. Checklist
2. At all times, we will adhere to our policy of being an equal opportunities employer.
3. All recruitment and selection is 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 Manager, supported by the Finance administrator.
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. All shortlisted candidates will be invited to attend a Work Based Assessment or initial task prior to interview. Feedback on the candidate's performance will be sought from the staff team.
3. The interview panel will normally consist of the 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.
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. The successful applicant will be informed initially in person and will receive a written conditional letter of appointment.
9. 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.
10. 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.
11. If the essential selection criteria cannot be met the post will be re-advertised.
12. 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. All new staff will undergo a period of induction following the guidelines in the staff induction handbook. This will usually be carried out by the setting co-ordinator. A separate mentor will be allocated whenever possible.
2. The induction will last 6 months and is broken into steps of, the first day, the first week, within one month, within 3 months and by 6 months.
3. The Manger will meet with each new employee at 1 month, 3 months and 6 months through their induction. These interviews will be documented in the staff member's own folder.
4. The induction includes key information to be learned, key skills to be demonstrated and core training requirements.
5. The induction includes a Hygiene induction programme.
6. There is a separate and additional leadership induction programme and programmes specific to administration roles.
7. The best practice guidance will be completed both with the mentor and the setting Coordinator.
8. 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 staff will receive at least twice-yearly formal supervision in Nov and May.
2. Further supervision will be provided as required by either co-ordinator or team member as the need arises when performance management issues need to be addressed and/or to provide support whilst in training or when trying to resolve challenging conditions.
3. The 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.

STAFF APPRAISAL

1. 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.
2. 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 6-weekly.
2. Daisy team meetings are held every morning prior to opening.
3. Management "Away Day Policy" meetings take place twice per term.
4. Full Leadership meetings take place as required
5. At Rainbow leadership meetings are held at least fortnightly.
6. SEN Child review meetings are held at least once per term.
7. SENDcO Process Review meetings are held termly
8. SAL and Eylog Process Review Meetings are held at least twice per year
9. The Administration Team meets at least termly.

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. Management and individual staff members assume equal responsibility in accessing training.
4. All staff members are required to provide and maintain up to date information with regards to training accessed.
5. All reasonable costs and expenses incurred to access relevant training, which has been authorised by the management, will be met by the charity.
6. All childcare staff are encouraged to hold a level 2 qualification as a minimum
7. As appropriate childcare staff are also encouraged to gain a level 3, 4, 5 or 6 qualification.

INSET Training

1. The settings close up to 3 days per year to provide staff training to the full team

Policy formulated on: April 2010
Policy last reviewed on: May 2019
Signed: Judy Westacott