



Recruitment and Staffing Policy

At Venture Outdoor Kindergarten we provide a staffing ratio that exceeds the welfare requirements of the Early Years Foundation Stage to ensure children have sufficient individual attention and the guarantee of care and education of a high quality.

All our staff are employed following our safer recruitment guidelines:

When employing and making decisions about the suitability of new employees, the managers of Venture Outdoor Kindergarten will:

- Include a statement about our organisation's commitment to safeguarding in any job description, person specification and other related documentation.
- Check the applicant's identity with a current photo id and proof of address. Identification checking guidelines can be found on the GOV.UK website.
- Check the applicant's work history, including any gaps in employment.
- Check criminal records - Carry out an up to date Enhanced DBS check.
- Check barred list and prohibition checks.
- Obtain 2 up to date references, and verify them by telephone.
- Check and make copies of applicant's professional qualifications.
- Verify the applicant's mental and physical fitness to carry out the responsibilities of the job.
- Check that the applicant has rights to work in the UK.
- Further checks on applicants who have been working outside of the UK.
- Interview the applicant, including discussion to ascertain the applicant's understanding of safeguarding issues and responsibilities.
- Require the applicant to complete a Staff Suitability Declaration to check for potential 'by association' safeguarding concerns.

All checks will be documented and kept in the applicant's personal file.

Venture Outdoor Kindergarten will always offer positions on their staff for an initial probationary period and the new employee will be supervised during this probationary period.

Equal Opportunities statement:

Applications are invited from people from all sections of the community, irrespective of their marital status, sexuality, age, gender, disability, race, colour, nationality, ethnic, national origins, or religion, who have the necessary attributes to carry out the job.

Recruitment Process and timescales:

Week 1:

Advertise for position

Venture Outdoor Kindergarten endeavour to advertise as widely as possible for any position available.

Advertisements will always include:

- an outline of what the job involves
- information about what our organisation does
- a person specification separated into essential and desirable qualifications, skills, experience and personal qualities, and explaining which suitability checks are required
- the job location
- the salary or hourly rate for the role – a range is acceptable if needed
- working hours
- contract length – where appropriate
- information about how to apply
- a reference to the setting's safeguarding policy and the requirement of applicant to undergo a DBS check and thorough suitability screening
- application closing date

Application Packs will be available online to applicants. They will include:

An application form

A job description including:

- The name of the organisation
- The job title
- The immediate supervisor or manager of the post

- Which staff, if any, the post supervises
- The normal hours of work
- The pay
- The purpose of the post
- A list of duties and responsibilities of the post
- A statement about safeguarding responsibilities

A person specification including:

- Essential qualifications, skills, experience and personal attributes
- Desirable qualifications, skills, experience and personal attributes
- Which suitability checks will be required

Week 3:

Closing date for applications

Week 4:

Shortlist submitted applications

Invite to interview letters sent with self-disclosure / disqualification by association form

Arrange interview dates with candidates

Pursue references (reference requests include job description and person specification and ask for details of applicant's salary, sickness and absence record, disciplinary record, an overview of position held, allegations about applicant's behaviour towards children)

Check gaps in employment history

Invitation to interview:

Dear _

Thank you for your application for Outdoor Early Years Practitioner at Venture. We would like to invite you to attend an initial interview with us at _ on _. The interview will be held at _

If you are successful at the interview you will be invited to join us to spend some time with the children at the kindergarten. The dates and times for this are to be arranged with individual candidates but they will be during the weeks beginning _ and _. These visits will give us further opportunity to get to know you and see how you interact with the children as well as giving you an insight into how the kindergarten operates.

After the interview process we will endeavour to inform all candidates whether they are to be offered a position by _.

Please could you confirm that you are able to attend the interview at the above date and time.

We look forward to meeting you.

Zoe Purkis and Jenny Papenfus.

Week 6:

Carry out interviews

Interviews will take place outdoors at our setting and will involve:

Opportunity for candidate to observe how the setting works, including how staff members interact with the children and how they further children's learning

Observation of candidate's interactions with children

Observation of candidate's interactions with other adults

Opportunity for candidates to informally discuss what they see at the setting

Formal interview with questions led by the managers and an opportunity for candidates to ask any final questions

Candidates should bring to interview: self-disclosure / disqualification by association form, original certificates, photographic id

Initial offer of a job is done verbally

Verify qualifications with Department for Education

Send out rejection letters / conditional offer of employment letters

Send Health Declaration forms and staff information forms with conditional offer letters

Submit DBS forms

Follow up references by telephone

Week 9:

Receipt of DBS disclosure form and formal offer of employment

Complete suitability checks

Arrange start date and induction program

Start of employment and Induction

All new employees will be provided with an induction program which will cover:

- Responsibilities with regards to safeguarding and promoting the welfare of children
- Child protection procedures
- Health and safety
- The unique ethos and ways of working at Venture.
- See induction plan

Induction training plan:

- The induction period lasts for the first term of employment. If the induction requirements are not met by the end of the first term, this may be extended for a further term at the manager's discretion.
- The new employee works alongside a manager / leader for the first few weeks.
- The manager / leader discusses the points in the induction plan document in order to introduce the new employee to the ethos and ways of working at Venture.
- The new employee takes part in an induction training day, within the first half term, which looks more closely at the Venture ethos and ways of working and gives an opportunity to observe the manager / leader, discuss with other staff members and ask questions.
- The new employee takes part in a supervision meeting within the first half term, and every half term thereafter until induction is complete. Progress with the induction requirements is discussed as part of the supervision meeting.
- The new employee takes part in peer observation, both observing and being observed at least once during their first term.
- The new employee is given time to read the Venture policies and procedures, the Guidance for Staff and other training support materials on Tapestry.
- We recognise that due to the unique ethos and ways of working at Venture, new employees may find meeting the induction standards more challenging than in other early years settings. If the new employee is finding it difficult to meet the induction requirements before the end of the induction period, it may mean that the particular role is not suitable for them. The manager and employee will meet to discuss this as soon as possible and decide upon a plan to support the employee which may include temporarily working for fewer days or taking on less responsibility. We also recognise that working in this way is not necessarily suited to every practitioner, and may advise that the job is not the right fit.

Ensuring continued suitability of staff

Supervisions take place once per half term to discuss

- Children's progress.
- Disclosures.
- Organisational / legislation updates.
- Sharing information about any areas of concern in the setting.
- Offering practical advice and support and giving positive feedback.
- Identifying issues or problems at an early stage and challenging poor practice.
- Monitoring training and development progress and identifying future training needs.

Supervisions

Although not a requirement of the EYFS, supervisions are still carried out as best practice. Supervision is a one-to-one meeting between staff member, leader and manager. During supervision the manager will carry out and record an assessment of the employee's

performance, potential and development needs on a termly basis. This process should enable the staff member to understand what expectations have been placed on their role in the past term and for the coming term. It creates an opportunity to review performance and development, to identify reasons why some targets have not been achieved, and to praise those which have been exceeded. This is reviewed and repeated termly. This means that progress can be monitored and adaptations made if targets are unrealistic.

Training

Essential training required to comply with Ofsted and EYFS regulations and standards:

- All staff must receive Induction Training (refer to the Induction section).
- All staff are expected to continue to read the EYFS, our own training guidelines and our recommended material in order to fully understand our ethos and unique way of working with children.
- Paediatric First Aid (at least one person with a current Paediatric First Aid certificate must be on the premises at all times).
- All newly qualified staff at level 2 and level 3 must hold a current Paediatric First Aid or Emergency Paediatric First Aid certificate
- Group 3 Safeguarding for the Safeguarding Designated Officer and Deputy in the setting.
- Group 2 Safeguarding Awareness for all staff, including part-time workers and volunteers.
- Minimum full and relevant Level 3 qualification for supervisors.
- At least 50% of remaining staff must have a full and relevant Level 2 qualification.
- Food Hygiene (for all staff in group provision involved in preparing and handling food).
- All staff have sufficient understanding and use of English to ensure the well-being of children in their care.

Desirable training to improve the knowledge and the quality of the setting:

- Level 4 or 5 Leadership and Management.
- Level 5 Foundation Degree in Early Years.
- Early Years Professional Status / Early Years Teacher Status (Level 6).
- Early Years Foundation Stage Training.
- Equal Opportunities and Inclusion Communication, Speech and Language.
- Domestic Abuse.
- Behaviour Management.
- Working with babies (for staff working with under 2's).
- Working with 2 year olds.

- How to tackle difficult conversations.
- Provider Network Meetings.
- SENDCo training.
- Safeguarding level 3.

Staff records

A confidential staff file is kept for each member of staff containing:

Staff details form, including emergency contacts
GDPR permissions form
Application form
Copy of recent photo id
Copies of certificates for qualifications and short courses
DBS number and date issued
References, including details of when and how obtained
Health Declaration
Self-disclosure form
Supervision and appraisal forms
Personal development plan

End of employment

It is our company policy to provide only a brief, factual reference stating the dates in which the employee worked, the job role and whether or not they were subject to any disciplinary procedures.

Monitoring and review

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.