

# *Hillside Pre-School and Early Learning Group*

## *Policies and Procedures*

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### **Recruitment and Selection Procedure**

- Assess the vacancy and compile the job description and person specification for the position.
- Advertise and short list applicants against the job description.
- Apply for references directly from previous employer, if references are supplied by applicant verify authenticity by phoning the person who has signed the reference.
- Interview for the vacancy in line with the organisation's recruitment and selection policy.
- Check applicants identity at the interview, with appropriate documents e.g. Birth Certificate, Passport, (ensuring that any photograph and date of birth are consistent with the appearance of the applicant, and checking that any expiry dates have not passed).
- Establish applicant's identity, if the name has changed e.g. Marriage Certificate, divorce details, deed poll documentation.
- Ensure the applicant has the relevant training, qualifications and experience.
- Establish the applicants:-
  - i) Full employment history
  - ii) Medical suitability for the position
  - iii) Applicants should be aware that when working directly with children they should not be under the influence of alcohol or any other substance which would affect their ability to care for children
- Apply for the Disclosure and Barring service checks obtaining an enhanced disclosure check.
- Ensure that the applicant is not disqualified from working with children, if you think that someone you are considering employing has a conviction that may disqualify them, then the person concerned or yourself can call OFSTED helpline on 0300 123 1231

**Confirm that the applicant is eligible to work in the UK by checking and photocopying ONE of the following original documents:-**

- A full British passport or another passport with a stamp confirming the applicant's right of abode in the UK.
- A passport or identity card confirming the applicant is a citizen of the European Economic Area or Switzerland
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A Passport or other document issued by the Home Office which has an endorsement stating that the applicant has a current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the applicant can stay indefinitely in the UK or has no time limit on their stay.
- A passport or other travel document endorsed to show that the applicant can stay in the UK and that this endorsement allows the applicant to do the type of work being offered if they do not have a work permit.
- An Application registration Card issued by the Home Office to an asylum seeker stating that the applicant is permitted to take employment.

**Or confirm that the applicant is eligible to work in the UK by checking and photocopying TWO of the following original documents:-**

**First Combination**

- A document giving the applicant's permanent National Insurance Number and name e.g. P45, P60, National insurance card, or a letter from a Government agency.
- **(As well as checking and photocopying one of the above, check and photocopy one of the following documents):**
- A full birth certificate issued in the UK, which includes the names of the applicant's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration of naturalization stating that the applicant is a British citizen; OR
- A letter from the Home Office to the applicant which indicates that the person named in it can stay in the UK, or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office to the applicant with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- A letter issued by the Home Office to the applicant which indicates that the person named in it can stay in the UK, and this allows them to do the type of work being offered; OR
- An Immigration Status Document issued by the Home Office to the applicant with an endorsement indicating that the person named in it can stay in the UK, and this allows them to do the type of work being offered.

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## **Second Combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK **(As well as a document issued by Work Permits UK, check and photocopy one of the following documents):**
- A passport or other travel document endorsed to show that the applicant is able to stay in the UK and can take the work permit employment in questions; OR
- A letter issued by the Home Office to the applicant confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.
- Await DBS checks and have copies of the relevant references including medical suitability before setting the start date.
- Ensure the new employee is aware of:-
  - i) the 6 week probationary period
  - ii) their ongoing responsibility to declare any offences/orders, which may affect their suitability to care for children or have unsupervised access to children, therefore disqualifying them from working with children.
- Prepare an induction programme for the new staff member and sign supervision agreement (see supervision policy)