

**Grafton Childcare's
Recruitment and Induction Policy
April 2014**

1. Introduction

- 1.1 Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with diversity and equality of opportunity and that costly recruitment mistakes are avoided.
- 1.2 The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications.
- 1.3 This Policy defines the principles that the Company (Grafton Childcare) considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the Company.

2. Equal Opportunities/Equality and Diversity in Recruitment

- 2.1 It is against the Company's Equal Opportunities, Anti-discrimination, Inclusion and Special Educational Needs Policy and against the law in many cases to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
- 2.2 All employees are required to comply with the requirements of the Equal Opportunities, Anti-discrimination, Inclusion and Special Educational Needs Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, short listing of applications, interviewing, selection decisions and offers of employment.
- 2.3 All policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.
- 2.4 Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

3. Monitoring Equal Opportunities/Equality and Diversity in Recruitment

- 3.1 In order for us to monitor the effectiveness of the Recruitment and Equal Opportunities, Anti-discrimination, Inclusion and Special Educational Needs Policy it is necessary that all candidates complete the Equal Opportunities, Anti-discrimination, Inclusion and Special Educational Needs Monitoring Form. Any data which is collected regarding gender and ethnic origins will be collected solely for the purpose of monitoring equal opportunity and will be held confidentially by the Company and protected from misuse. This data should be recorded and maintained on the Equal Opportunities, Anti-discrimination, Inclusion and Special Educational Needs Recruitment Monitoring Control Sheet.

4. Recruitment Authorisation

- 4.1 Any vacancy must be authorised by the Manager before any attempt is made to fill the role. In making the request to the Manager consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in the Company.

5. Job Descriptions and Person Specifications

- 5.1 Once authorisation has been obtained, the person/manager recruiting must produce a job description for the vacancy which provides a fair and accurate representation of the role and follows the format which is laid out in the Job Description Form. The job description will include a clearly drafted person specification.
- 5.2 The job description will describe the duties, responsibilities and seniority of the post and the person specification will describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively.
- 5.3 The Job Description Form should be given to all candidates prior to interview to enable them to prepare adequately for the interview which will improve the success of the interviewing process.
- 5.4 Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, elderly or disabled persons.

6. Advertising of Vacancies

- 6.1 All vacancies must be advertised within the Company to all members of staff prior to external methods of recruitment being used. Wherever possible internal candidates will be considered in preference to external candidates and reasonable training and coaching will be provided to enable employees to achieve career advancement. Where it has not been possible to recruit within the Company, then external methods of recruitment may be considered. These may include approaching approved employment agencies or advertising in suitable press.
- 6.2 Where the job is to be advertised, the proposed advertisement must be submitted to the Manager for approval. An advertisement must not show any intention to discriminate unlawfully and should follow the Equal Opportunities Commission recommended code.

7. Shortlisting

- 7.1 In order to shortlist candidates for interviews, the Company will:
 - 7.1.1 Identify specific job-related criteria using the job description.
 - 7.1.2 Match these criteria with those detailed in the candidate's application form.
 - 7.1.3 Use this information to select which candidates will be invited for interview.
- 7.2 Candidates who apply for positions with the Company, whether through a

direct advertisement or a recruitment agency, will always be informed of the outcome of their application as quickly as possible. Where candidates have applied to the Company directly, they will be informed of the outcome in writing usually via email, unless the applicant has supplied a stamped addressed envelope.

8. **Recruitment Interviews**

8.1 The interview will focus on the needs of the job and skills needed to perform it effectively in accordance with the guidance and procedures set down in the Company's Interview Guidance Notes .

8.2 Managers and Supervisors conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. A record of every recruitment interview will be made by the Manager to be retained for a suitable period of time.

9. **Verbal Offer of Employment**

9.1 Once the most appropriate candidate has been selected, this appointment needs to be approved by the Manager and the terms and condition of the offer of employment must be confirmed.

9.2 In setting a starting salary/hour rates of pay, the Company will need to bear in mind the salary/hourly rates of pay for existing employees in a similar role in order to ensure that inconsistencies are not created within the Company which could be challenged under the Equality Act 2010.

9.3 An offer should be made verbally to the candidate a verbal offer can be retracted if further pre-employment checks raise issues which cause concern. See 17. **Written Offer of Employment** for more details.

10. **References**

10.1 All employment offers are conditional upon receipt of two professional references which are satisfactory to the Company. The referees must be the applicant's current and previous employers, although in the case of a college or school leaver the college tutors, teachers or individuals or organisations the applicant may have done voluntary work with or for will be acceptable.

10.2 Referees will usually be sought for an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.

10.3 References are always sought in writing and require that a standard reference form be completed although details may be checked or clarified by telephone where necessary.

10.4 If references which are satisfactory to the Company are not received within a reasonable timescale then it may be necessary to withdraw the offer of employment.

11. **Self-disclosure: The Rehabilitation of Offenders Act**

11.1 A previous conviction does not necessarily exclude an applicant from being suitable to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974, however amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Full guidance and criteria on the filtering of these cautions and convictions can be

found on the Disclosure and Barring Service website.

- 11.2 For those 18 or over at the time of an offence: An adult conviction will be removed from DBS certificate if, 11 years have elapsed since the date of conviction; and it is the person's only offence, and it did not result in a custodial sentence. Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate.
- 11.3 If a person has more than one offence, then details of all their convictions will always be included.
- 11.4 An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.
- 11.5 For those under 18 at the time of the offence: The same rules apply as for adult convictions, except that the elapsed time period of 5.5 years. The same rules apply.
- 11.6 The Company has a section on our application form where applicants are able to self-disclose any unspent convictions, reprimands or warnings; this is so that we would be pre-informed about anything which will come up on an Enhanced DBS check, promoting the early opportunity for discussion about the nature and severity of the crime.
- 11.7 This approach helps to deter unsuitable people from applying, and encourages openness and honesty with the applicant from the outset.
- 11.8 Any information contained in the self-disclosure section of the application form will be discussed and considered in the strictest confidence. Only those on the selection panel or interview panel would be party to this information.
- 11.9 When the Company considers information from a self disclosure or the Enhanced DBS Check the following factors will be carefully weighed up, to ensure that an applicant is not being unfairly treated or disadvantaged because they may have been convicted of an offence in the past.
 - The nature and severity of the offence/s
 - The date/s when it took place
 - Whether it is relevant to the type of work which could be offered
 - Whether the offence/s took place in the UK or overseas (if the latter, is it a criminal offence here?)
 - Whether the offence has now been de-criminalised
 - Whether there is a pattern of offending
 - Whether there is any evidence of remorse or recognition of wrongdoing?

12. Disclosure and Barring Service

- 12.1 It is unlawful for the company to employ someone in a role working with children if the applicant or a person living at the same address as the applicant is barred from working with children. The connection between the applicant and the partner, spouse, family member or friend greatly increases the chances that children may be placed at risk.
- 12.2 All employment offers are conditional upon receipt of an Enhanced Disclosure and Barring Service Check (DBS) which is satisfactory to the Company. A completed self-disclosure form does not remove the need to get an Enhanced

DBS check if an applicant is offered a post.

- 12.3 An employment start date will not be confirmed until an Enhanced DBS Check has been received and the suitability of the candidate has been confirmed. This avoids being placed in a situation where the new staff member has begun work, and the outcome of the DBS Check comes back raising questions over their past.
- 12.4 The cost of an Enhanced DBS check for staff is £44 plus an £8.10 administration fee from Capita, If you need to get your ID checked this may incur an additional £8 charge. All fees are payable by the applicant. Visit www.gov.uk/government/organisations/disclosure-and-barring-service for the most up to date information. It is a requirement as part of our formal registration that Ofsted will undertake the DBS clearance for settings such as us registered to provide childcare on domestic premises. We may not use an Umbrella Body to carry out DBS checks on our staff.
- 12.5 Employees will be asked annually to confirm the information we hold on them is correct and that they and no person/s who live at their home address who are aged 16 years or over have any unspent convictions, cautions, reprimands or warnings the declaration of this information is exempt from the Rehabilitation of Offenders Act 1974 (2013).

13. **The Bribery Act**

- 13.1 When recruiting for posts that may be vulnerable to bribery risks (such as roles in Payroll, Purchasing, Marketing or Distribution), and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Company may need to carry out additional checks during the recruitment process.
- 13.2 These checks may include carrying out Enhanced DBS Checks, bankruptcy and credit reference checks and/or taking up additional references.

14. **Qualification Certificates**

- 14.1 All applicants are required to provide evidence of qualifications either in the form of original certificates which will be copied and then returned to confirmation from the relevant Examination Board if certificates cannot be produced.
- 14.2 The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.
- 14.3 If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Company at any stage during employment then the individual will be subject to disciplinary action and may be liable to dismissal.

15. **Work Permits and Illegal Working**

- 15.1 It is against the law to employ a person who does not have permission to live and work in the UK. The Company could be prosecuted and fined under the Immigration and Asylum Act 1999 for employing somebody who does not have permission to work in the UK.
- 15.2 Therefore all successful applicants will be required to provide evidence of one original piece of documentation from the list below once an offer of

employment is made:

- 15.2.1 A document giving the person's National Insurance number and name. This could be a P45, a National Insurance card or a letter from a government agency;
 - 15.2.2 A document showing that the person can stay indefinitely in the UK or that they have no restriction preventing them from taking employment. This may be an endorsement in a passport or Home Office Letter;
 - 15.2.3 A work permit or other approval to take employment from the Department for Education and Employment;
 - 15.2.4 A document showing that they are a UK Citizen or have right of abode in the UK. This may be an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office;
 - 15.2.5 A document showing that they are a national of a European Economic Area country. This may be a passport or national identity card: or
 - 15.2.6 A document confirming registration with the Worker Registration Scheme.
- 15.3 In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with the Company. It will be the responsibility of the recruiting manager to ensure that a relevant document has been supplied which satisfies the criteria set out above.
- 15.4 If an applicant is not able to produce one of the listed documents then they will be advised to contact the Citizens Advice Bureau for further advice and their employment will be put on hold until evidence can be produced and the offer may be withdrawn.

16. **Personnel Records & Starter Procedures**

- 16.1 Personnel records are held by the Manager. A file containing paper records is held for each employee and will include:
- 16.1.1 Contract of Employment
 - 16.1.2 Personal information – New and Existing Staff Details form
 - 16.1.2.1 Next of kin
 - 16.1.2.2 Ethnic origin
 - 16.1.2.3 Home address
 - 16.1.2.4 Copy of Birth certificate (or similar proof of right to work)
 - 16.1.2.5 Copy of marriage certificate if appropriate
 - 16.1.2.6 Copy of all qualifications
 - 16.1.3 Changes to terms and conditions
 - 16.1.4 Absence records
 - 16.1.5 Current Disciplinary details
 - 16.1.6 Records of any Training undertaken
 - 16.1.7 Records of Objectives and Performance Appraisals
- 16.2 These records are held in a secure environment, only accessible to the Manager and Secretary. Electronic records may also be held by the Manager. This enables information gathering and quick access to employee records.

Our accountants/payroll bureau also have/has limited access to enable them to run payroll and pay expenses. Employees will be asked annually to confirm the information we hold on them is correct.

17. **Written Offer of Employment**

- 17.1 The Company will only confirm the offer of employment in writing once the following have been completed:
 - 17.1.1 Completed interviews and obtained two written references
 - 17.1.2 Received the Medical Questionnaire, Self Disclosure form and the Enhanced DBS check
 - 17.1.3 Verified qualifications with the DfE
 - 17.1.4 Confirmed the right to work in the UK, and their identity and employment history
- 17.2 The Company will at this time inform any unsuccessful applicants and, if possible offer to give them feedback which may help them in their next interview. This is normally done via email, or in writing if the unsuccessful applicants have provided a Stamped Addressed Envelope for the Company to do so.
- 17.3 The Company will agree a start date with the applicant, bearing in mind any notice period the applicant may be contractually obliged to give to their existing employer.
- 17.4 Before the successful applicants start date or on their first working day they will be supplied with the following:
 - 17.4.1 Any relevant information to prepare them for their employment.
 - 17.4.2 Contract of employment
 - 17.4.3 Details of pension arrangements
 - 17.4.4 Uniform
 - 17.4.5 New and Existing Staff Details form
 - 17.4.6 Time sheet for the following month
 - 17.4.7 Handbook and any other relevant policies
 - 17.4.8 Annual leave booking form

18. **Induction**

- 18.1 The induction process is essential to familiarise a new employee with their role and the Company. It is an opportunity to give them the information they need to start settling in to the team so that they can begin to work effectively. Our inductions include:
 - 18.1.1 An explanation of how they fit into their immediate work team and the organisation as a whole
 - 18.1.2 Showing the new staff member where everything is and what happens in which area

- 18.1.3 Introduction to policies and procedures, including safeguarding
- 18.1.4 Health and Safety information
- 18.1.5 More general information about the Company and its values
- 18.1.6 Clear outline of what the job involves and what is expected of the staff member
- 18.1.7 A statement of pay and conditions
- 18.1.8 Pay and leave arrangements
- 18.1.9 An agreed training plan – long and short term
- 18.1.10 An opportunity for shadowing or working alongside an existing staff member

18.2 The Company uses an Induction Checklist to ensure that all of the above areas are covered.

19. **Complaints Procedure**

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment and or induction process should write to the Manager stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.