

## **STAFFING & RECRUITMENT POLICY**

Kirkgate Childcare provides a staffing/child ratio that is well within the requirements of the EYFS Welfare Requirements. This ensures that all the children receive quality care and education. Our Staff are appropriately qualified.

- All staff have an Enhanced DBS (Disclosure and Barring Service) in line with EYFS Legal Requirements.
- All staff have or are working towards their Level 3 Childcare Qualification or above.
- We hold a team meeting once a month and allocate 3 training days a year to undertake planning, discuss children's progress, achievements and areas for development, safeguarding is always on the agenda.
- All staff sign contracts, code of conducts, our disciplinary procedure and read and sign every policy as part of their compulsory induction. (please see policy file)
- All staff are expected to adhere strictly to Kirkgate Childcare's Policies & Procedures.
- In the event of needing to be absent from work due to unforeseen circumstances, staff must notify the person in charge by telephone by 7.20am, so that staffing cover can be arranged.
- Staff are encouraged to access training and development courses to enhance their personal development and enhance the quality of childcare and education they provide.
- The manager completes termly supervisions with every staff member, these are used to highlight strengths, areas for development and discuss their Key group or any concerns, however the manager encourages an open-door policy where all of the above can be discussed when needed.
- Smoking, drinking alcohol or use of drugs on the Kirkgate Childcare site is strictly forbidden and any employee found to be contravening this, may be subject to instant dismissal.

### **Recruitment**

- A vacancy will be advertised on the Yorkshire County Council job website, our Facebook page and our website.
- We work towards equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applications will be shortlisted by the management team who have accessed Safer recruitment training.
- Candidates will be asked to bring original identification paperwork to interview (birth certificate/passport/driving license, at least one photographic ID is required).
- References will be requested prior to interview. The reference will then be read and if appropriate filed in the staff file. Enhanced DBS will be undertaken or details recorded from original DBS certificate alongside photographic ID.



- Applicants will be made aware that they will be expected to declare all convictions, cautions, court orders and warnings that may affect their suitability to work with children.
- If the applicant is applying for a Manager's vacancy, they must have at least 5 years' experience working in an Early Years setting.
- Applicants must have or be working towards a minimum of Level 3 in Early Years. This ensures the continued high level of education is provided.

### **Student & Volunteers**

- Kirkgate Childcare believes that student and volunteer placement is a valuable opportunity for potential childcare professionals. However, the needs of the children are paramount and therefore the number of students and volunteers will be restricted.
- They must adhere to Kirkgate Childcare's Policies and Procedures and adopt a professional manner.
- Students and volunteers under the age of 17 years old must be supervised at all times and cannot be counted in staffing ratios. Students who are aged over 17 and are on long term placement may be included in the ratios if Kirkgate Childcare are satisfied they are competent and responsible.
- Volunteers and Students will be given full information and guidance on their roles and responsibilities as part of their induction.