



Recruitment/ Induction Policy

Nma's Playground Nursery is committed to providing the best possible care, safeguarding and learning to all children. Promoting the welfare of children and young people.

Nma's Playground Nursery is also committed to providing a happy and supportive working environment to all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who will share this commitment.

The aims of Nma's Playground Nursery recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their qualifications, experience, abilities and suitability for the position
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure compliance with all relevant recommendations and guidance
- To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Recruitment & selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A Curriculum Vita will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.



If it is decided to make an offer of employment following the formal interview, any such offer will be conditional and will be communicated through email on the following:

- The receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the nursery considers to be satisfactory;
- The receipt of an enhanced disclosure
- Verification of the applicant's medical fitness
- Checking professional registers (where necessary)

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the Nursery's responsibility to be satisfied that employees of the nursery have the appropriate level of physical and mental fitness before an appointment is confirmed.

The nursery is aware of its duties under the Disability Discrimination Act 1995. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

Verification of identity and address

All applicants who are invited to an Interview will be required to bring the following:

- Passport; and
- Birth Certificate
- Driving Licence
- A letter from bank, building society or utility bill which shows applicant's address

The nursery asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the nursery may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The nursery does not discriminate against applicants on the grounds of age.



Verification of qualifications

The candidate must bring all relevant certificates (preferably originals to the interview).

If certificates are not provided, the nursery manager will contact the awarding body for verification.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the nursery manager / owner.

One of the references must be from the applicant's current or most recent employer.

If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for.