



Little Ladybird Creche & Montessori

Policy #21

Recruitment and Selection

Introduction

To recruit the best possible people to Little Ladybird Creche & Montessori and provide clear guidelines to management and employees on the recruitment and selection process.

- To ensure, through the process, that children are protected and Little Ladybird Creche & Montessori fulfils its duty of care.
- To ensure the process is managed fairly without direct or indirect discrimination towards any individual or group.
- To ensure that Little Ladybird Creche & Montessori is compliant with all relevant legislation and best practice in this area.

Policy Statement

All recruitment, selection and promotion procedures implemented aim to ensure that the best candidate for the job is selected.

Appointments are made on merit and in an open, accountable and transparent manner. A fair and transparent appointments process is applied.

All necessary steps are taken to ensure that children are protected and Little Ladybird Creche & Montessori fulfils its duty of care.

Our recruitment and selection processes meet all relevant legislative and best practice guidelines.

Equal Opportunities

Successful recruitment depends on finding people with the necessary skills, attributes and qualifications, and the ability to make a positive contribution to the service's values and goals.

Selection of candidates is based on relevant qualifications, skills, competencies¹ and experience required to do the job, without bias on grounds of gender, marital or family status, age, disability, religion, sexual orientation, race or membership of the Traveller community (Employment Equality Acts 1998 and 2004).

Positions are open to all suitably qualified candidates who satisfy the educational and experience selection criteria relevant to each specific post. Candidates who meet the selection criteria have equal access to the selection process.

¹ See below



Procedures & Practices

Job description

All posts must have in place a standard job description outlining the role, responsibilities and expectations, minimum qualifications and a person specification of desirable attributes and skills associated with the job.

Advertising

Recruitment advertisements will contain nothing of a discriminatory nature and aim to encourage applications from the broadest possible base.

The application

All applicants must be given a comprehensive job description, person specification, Garda Vetting form and appropriate background information on the post at application stage.

False or misleading information given on the application, Garda check or medical form may be considered a breach of trust and may lead to non-appointment, disciplinary procedures or may prevent the employee being confirmed in post.

Shortlisting

Candidates are selected for interview based on the objective requirements of the post and those with relevant qualifications and experience at the level of the post, based on the job description and person specification, will be selected for interview.

All applicants are screened and replied to within a reasonable timeframe. Candidates who clearly meet the requirements of the position are brought forward to the next stage of the recruitment process.

Methods of assessment

Candidates applying for a position are assessed on the following:

1. Application form/Curriculum Vitae
2. Interview
3. Satisfactory reference checks
4. Satisfactory Garda vetting

1. Application form / Curriculum Vitae

Applications/ CVs are assessed at the short listing stage to determine whether the candidate meets the essential requirements of the position.

2. Interview

Prior to the interview, an interview panel is convened to agree the interview format and core areas of questioning. This panel normally consists of three people, at least one external. A competency based weighted marking scheme in line with the Job Description and Person Specification will be drafted and agreed.

A member of the interview board who has a personal relationship with a candidate must declare that relationship to other members of the board and a decision will be taken by the committee as to whether their participation is appropriate.



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Candidates invited for interview are informed of the time, date and venue in writing as early as possible.

Before the interview is completed, the candidate is informed of the next step in the process.

The shortlisted candidate(s) from the interview process are informed of [name of service here]'s interest but also informed that a formal offer will only be made when satisfactory reference and Garda checks are obtained

All candidates are informed of the outcome in writing within a reasonable timeframe.

3. Reference checks

An applicant must submit names of three referees who will be contacted by [name person responsible here] in confidence, one of whom must be a current employer if employed. It is the responsibility of the manager to check references. All referees must be contacted in person/by phone in order to obtain a verbal reference, which must be documented on a verbal reference form. They will subsequently be sent the written reference form that must be signed and returned to Little Ladybird Creche & Montessori before an offer of employment is made. References will only be obtained from a current employer with the candidate's permission and after all other references have been taken up.

4. Garda vetting

All applicants must submit a Garda Vetting Form with their application.

Little Ladybird Creche & Montessori reserves the right not to appoint or to dismiss an employee if any unacceptable² previous criminal conviction/s record, prosecution/s (successful or not, pending or completed), or a query related to their identity comes to light and/or was not disclosed at application stage. (See also the Records and Record Keeping Policy and the Confidentiality Policy)

Note: What to do if someone has a criminal record

If you find someone has a criminal record it doesn't automatically mean they will be unsuitable.

You need to consider:

- The nature of the offence
- How long ago it took place
- Its relevance to the job
- The risk to children if it were to be repeated

Motoring offences, for example, may not need to be a bar unless the job involves driving children.

As a general rule, a candidate should be regarded as unsuitable if they have any convictions for:

- Violence
- Offences against children
- Substance abuse

² You might consider including the following in this section also: The management reserves the right to decide whether the information on the Garda Vetting Disclosure makes the record 'unacceptable' having considered all the circumstances and the available information.



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It is important to remember that checks can only reveal evidence of previous behaviour that makes someone unsuitable to work with children that is already known to the authorities. Someone may in fact have behaved inappropriately but the authorities might not know about it.

- According to the NSPCC (UK) only one out of every ten people who pose a threat to children has a past conviction.
- Some people with no history of inappropriate behaviour may only start to behave inappropriately after they have been appointed.

Even if the checks come back clear, you still have to use your own judgement about whether the person is suitable.

Recruitment and Retention: A good practice guide for early years, childcare and playwork providers Sure Start DFES, 2003

[If the service is a community service and recruits staff through Fás, consider including the following here:

It is important that all adults who work with the children in the service are suitable, therefore those who are recruited through Community Employment (CE) or Jobs Initiative (JI) schemes are required to undergo a thorough selection/assessment process in the same way as other employees].

Canvassing

Canvassing – i.e. making an approach to secure advantage - is an unacceptable practice and may lead to disqualification. However, it is entirely reasonable for a candidate to seek information about Little Ladybird Creche & Montessori. This contact is not part of the interview process and candidates will not be advantaged or disadvantaged by the contact.

Following recruitment

All employees will be given a written statement of their terms and conditions of employment within two months of commencement of employment.

All employees are given an information pack and a copy of the Staff Handbook on commencing employment.

A verified copy of relevant qualifications must be forwarded to the manager with other relevant documentation.

All new employees are on probation for the first twelve months of employment.

A review of the employee's performance must take place with the employee half way through and at the end of the probation period. The line manager must set standards and goals and the candidate must be clear on expectations.

Little Ladybird Creche & Montessori (the employer) reserves the right to extend the probation period if appropriate or terminate employment during this period should the employee prove unsuitable for the post. Probation periods may be extended to compensate for extended absences during the probation period.

No employee will be confirmed in post until the management committee receives a satisfactory report in writing from the line manager on their performance at the end of the



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probation period. The employee will be informed in writing as to the outcome at the end of the probation period.

Supervision, induction, support and training (See Induction Policy)

All new employees must be given induction training on commencement of employment with Little Ladybird Creche & Montessori. The employee is required to sign the induction checklist confirming they are happy that all areas listed were covered.

During the induction period staff will be required to familiarise themselves with the service's policies. All staff will receive regular support and supervision to enable them to perform their role effectively.

Contracts of service

Careful consideration must be given to the type of contract offered to prospective employees. Where contracts other than permanent contracts are issued, the following conditions apply:

- Fixed-term contract should be issued only where the end of the contract is covered by an objective condition such as the arrival of a specific date, the completion of a specific task or the occurrence of a specific event. This specific task, time period or events should be covered by **one** contract only and not by a series of renewed fixed-term contracts.
- Employees engaged under a renewed fixed-term contract are automatically covered by the Redundancy Payments Acts, 1967–2003 (with two years service) and the Unfair Dismissals Acts, 1977–2001 (over one year service).
- Employees should not be engaged in two or more fixed-term contracts spanning a period of more than four years unless where such renewals are justified on objective grounds.
- An employee who is the subject of a renewed fixed-term contract must be informed in writing of the objective grounds justifying the renewal and explaining why a contract of indefinite duration is not being offered.

Record keeping

- A Personnel Records file must be opened and maintained for all employees employed by Little Ladybird Creche & Montessori (Organisation of Working Time Act 1997). Staff may have access to their personnel files, excluding references given in confidence, by application in writing to the committee chairperson.
- Little Ladybird Creche & Montessori will keep all records on ex-employees for at least three years. After three years the files are reduced and only essential information is retained.
- Paperwork on unsuccessful candidates at interview is kept for 12 months.
- Personnel records are stored in a confidential folder at the main office.
- Garda vetting details will be retained in a confidential file according to Garda guidelines.
- All confidential personnel information is disposed of safely by shredding.



Communication Plan

A copy of all policies will be available during all hours of operation to all staff members and parents in the Policy Folder located in the main office.
Parents/carers may receive a copy of the policy at any time upon request.
Parents/carers and staff will receive written notification of any updates.

Review Date

Date:

Person Responsible:

Related Policies, Procedures and Forms

- Induction Policy and Procedures
- Child Protection Policy and Procedures
- Confidentiality Policy
- Qualifications Policy
- Equal Opportunities Policy
- Record Keeping Policy
- Garda Vetting Form
- Application Form

References/Supporting documents/Related Legislation

- Child Care Act 1991
- Child Care (Pre-school Services) Regulations 2006 and Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006
- Legislation Handbook for Childcare Providers 2nd Ed. Barnardos and Border Counties Childcare Network, 2008

Contact Information:

Name:

Policy Created

Date:

Review Date

Date:

Signatures

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