

Team Recruitment and Induction

At Raised In, the safeguarding of children is paramount. We are committed to providing a safe and supportive working environment for all children and members of the team.

We recognise that to achieve these aims it is of fundamental importance that we attract, recruit and retain team members who share this commitment.

The aims of our recruitment policy are as follows:

- 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.
- To ensure compliance with all regulatory requirements and guidance for Early Years.
- To ensure that team members are recruited correctly in their position based on their suitability to work with children, their qualifications and experience.
- 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.

Recruitment & Selection Procedure

The job description and person specification for the role will be publicly available on the Raised In website during the recruitment process.

All applicants for employment are required to complete an application form directly on the Raised In website containing their academic and employment history and suitability for the role.

When an application is received, an applicant may be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Applicants will be interviewed by at least two members of the Raised In team (above their applied level) who hold suitable and relevant Safer Recruitment Training. Notes of the interview will take place and this will be stored in a locked filing cabinet/on the staff HR File on Raised In's Business Dropbox.

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

- The receipt of at least two satisfactory references (one of which must be from the applicant's most recent employer) covering a minimum period of 5 continuous years for all roles.
- The receipt of an up-to-date enhanced disclosure (DBS).
- Evidence of required qualifications.
- Verification of the applicant's medical fitness (using the Health Declaration Form).
- Checking of professional registers (where necessary).
- Checking eligibility to work in the UK (see right to work including verification of identity and addresses).

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is Raised In'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 Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

Right to work Including verification of Identity and address

All applicants who are invited to an interview will be required to bring the correct documentation with them for correct checks and compliance to be completed.

If the candidate is British or an Irish Citizen

- Passport / Driving Licence
- Irish Passport / Passport Card
- If they do not have a passport or passport card, you can prove right to work with:
 - UK Birth or adoption certificate
 - An Irish Birth or adoption certificate
 - A certificate of registration or naturalisation as a British Citizen
- If one of the above IDs does not have your residential address, then a letter from a bank, building society (within the last 3 months) or utility bill (within the last 3 months but not a phone bill) which shows the applicant's address will be accepted.

A copy of the right to work must be physically viewed, a copy must be kept electronically on their HR File on Dropbox, and a physical signed copy must be stored in a locked filing cabinet.

If a candidate does not hold a British Passport:

- Photo ID (Passport)
- Share Code: <https://right-to-work.service.gov.uk/rtw-prove/id-question>.
- Immigration documents

The nursery will ensure that all photo documentation and share codes are stored within the applicant's HR File – Share Codes should then be checked accordingly.

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 applicant must bring all relevant certificates (preferably originals to the interview). Qualifications will be checked alongside the Qualification checker before the interview (at the earliest convenience) or at the Interview.

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

Verification of qualifications from overseas

Qualifications gained outside of the UK are not automatically recognised by the Department of Education as full and relevant to the Early Years Practitioner (level 2) and Early Years Educator (level 3) criteria. Applicants holding a qualification achieved outside of the UK must gain recognition to work as a qualified member of the team to be included in staff: child ratios within an Early Years Setting.

To gain recognition to work as a qualified member of the team, applicants with a qualification from outside the UK must submit details of their qualification to the Department for Education, or a body contracted by the Department for Education to make assessments on their behalf.

Applicants can verify qualifications through Ecctis:
<https://ecctis.com/Qualifications/eyes/Default.aspx>

Once the Department for Education has verified that the adaption period or standalone units successfully make up criteria that the qualification did not originally meet, applicants can be recognised in staff: child ratios.

Applicants who hold a teaching qualification from outside of the UK must gain QTS / EYTS to be included in staff : child ratios at level 6.

If applicants are from any of the countries/regions below, then applicants can gain recognised QTS status from the following site:

<https://apply-for-qts-in-england.education.gov.uk/eligibility/start>

- Australia
- Canada
- the European Economic Area
- Gibraltar
- Guernsey
- Hong Kong
- Jersey
- New Zealand
- Northern Ireland
- Scotland
- Switzerland
- Ukraine
- the USA

If applicants are from any of the countries/regions below, then applicants can gain recognised QTS status from the following site:

<https://apply-for-qts-in-england.education.gov.uk/eligibility/start>

- Ghana
- India
- Jamaica
- Nigeria
- Singapore
- South Africa
- Zimbabwe

Applicants must ensure that qualifications are verified before the interview, especially for a qualified position that they have applied for.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by either the Cover Manager and Compliance Support, Nursery Manager or the Head of Nursery.

We may accept character references if professional references do not support the candidate working with children; however, character references will need to be supported by two employment references.

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 working 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.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people

Raised In will only accept references obtained directly from the referee and it will not rely on references provided by the applicant. The Cover Manager and Compliance Support or Nursery Manager will compare all references with any information given in the application. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Criminal records check

For all positions, Raised In requires an Enhanced Disclosure and Barring Service check (DBS) to work with children. Additional overseas police checks are also made for anyone who has lived and worked abroad.

Retention of records

If an applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

Induction Process

Each new member of the team will go through our thorough induction process which lasts until the end of their probation.

1. The new member of the team will be invited to our head office to attend an induction day. During the induction day, they will receive training on:
 - Raised In's Culture and Ethos.
 - About Raised In.
 - The probation process.
 - What it is like to work in the nurseries.
 - Meet other new members of the team.
 - Undergo mandatory training.
 - Read core policies.

2. On their first day of nursery
 - New team members will read all nursery policies and procedures & key risk assessments

- Candidates will be given a tour of the nursery ensuring they know who e.g. safeguarding lead is, SENDCO, Health and Safety Officer, and learn about the allergens of children.
 - Candidates will be shown the fire evacuation procedure.
 - Introduced to the team.
 - The Nursery Manager will check they have read and understand key policies such as – the Safeguarding and Child Protection Policy, Acceptable IT Use Policy and Electronic and Online Safety Policy.
3. Formal documented conversations with the Nursery Manager/Deputy Nursery Manager regularly in their first month. This will then go to monthly to ensure they have settled in.
 4. Mid-probation review to be carried out after three months.
 5. End of probation review to be carried out after 6 months. (Probation period can be extended, but for no longer than twelve months after their start date).

Nursery Managers and Deputy Nursery Managers – for full induction details please refer to the induction process on Dropbox.

Post Induction – please refer to Raised In’s Staffing Ratio Policy.

Signed: Nicola Brimble Head of Nursery

Date: 21 December 2023

Review Date: December 2024

This policy links to: Staffing Ratio Policy and Staffing and Supervisions Policy