


## **D. Procedure for Appointment of New Staff for Welford Pre-school**

Where a need arises for the recruitment of new staff, Welford Pre-school has the following procedure:

At all times, we do not allow the loss of staff to affect our adult-to-child ratio. In every circumstance, we ensure that we meet the requirements of current legislation in this regard, be it through adjusting the staff rota or enlisting a member of the management committee to assist until a post is filled.

- In such circumstances, we will endeavour to ensure the posts are filled (albeit temporarily) by somebody who has had the required checks completed regarding their suitability to look after children.
- We will advertise all posts locally (Welford Pre-school newsletter, post office, etc.) and widely in the community, such as the Swift Flash, Harborough Mail and Job Centre, stating the terms and conditions of the role according to employment law. All posts are exempt from the Rehabilitation of Offenders Act (1974).
- After the closing date, the Chair of the management committee, Manager and Deputy Manager will review all applications in accordance with our data protection policy.
- Unsuccessful applicants will be informed in writing.
- The Chair of the management committee, Manager and Deputy Manager (except where the latter two are the posts in question) will usually interview applicants. In this instance, another officer from the management committee may be involved or assistance sought from the Early Years Alliance.
- Evidence will be required of the applicant's suitability to work with children, knowledge of the Early Years Foundation Stage, previous experience and qualifications.
- Where the post is for that of a person who will be in charge of children, applicants must hold a qualification from those listed on the DfES list of acceptable qualifications. This will be our reference prior to advertising such a post.
- References will be required and taken up in all cases.
- Applicants can only be successful providing OFSTED is satisfied with the outcome of their criminal records check (DBS)
- Welford Pre-school is an Equal Opportunities employer and will observe their policy on this when recruiting new staff.

Date reviewed	<b>13/05/2021</b>
This policy was adopted at a meeting of Welford Pre-school held on	<b>20/05/2021</b>
Signed on behalf of the Committee	
Role of signatory	<b>Chair</b>