

City Early Years and Childcare

Recruitment and Selection

The importance of a good recruitment and selection process

To ensure the safest levels of staff recruitment, regardless of the size or nature of the organisation, it is important to have a clear recruitment and selection process in place and is consistently applied.

Good practice in recruitment and selection can result in,

- more effective and better motivated workforce
- reduced employee turnover and absence
- the avoidance of discrimination on the grounds of race, sex, disability, sexual orientation and religion
- cost effectiveness

Recruitment systems and processes should be in place that are,

- Efficient - cost effective in methods and sources
- Effective - producing enough suitable candidates without excess and ensuring the identification of the best fitted for the job and the organisation
- Fair - ensuring that right through the process decisions are made on merit alone.

The importance of fairness

All employers have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation and religion or belief.

Equality of opportunity is an integral part of the recruitment and selection process, and to this end employers may offer training and encouragement to any under-represented groups.

The safer recruitment selection process

Recruitment and the checks undertaken as part of the selection process are the organisations first chance to prevent unsuitable individuals from working with children and young people.

Being clear of the mix of experience, qualities and qualifications a successful candidate will need to demonstrate is all part of planning and will not only help you attract the 'right' candidate but also help to reduce the numbers of unwanted applications and deter unsuitable applicants.

As Sir Michael Bichard stated in his report into the killing of Holly Wells and Jessica Chapman by Ian Huntley also known as the Soham murders:

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...”

Recruitment and selection policy

In compliance with 'safe recruitment' in the EYFS statutory framework it is important that the setting has a clear written recruitment and selection policy statement that details every step of the recruitment process and recruitment procedures in place.

Recruitment and selection safeguarding statement

To deter unsuitable applicants at an early stage, a safeguarding statement should appear on all recruitment documents and in all processes. The statement should detail the organisation's commitment to safeguarding and promoting the welfare of children.

For example “This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

All information contained within this guide is current on 01/08/2015. However for all statutory and legal requirements it is recommended further advice is sought from the appropriate organisation.

Safer Recruitment 12 steps checklist

To ensure only the most suitable candidates are recruited to work with children and young people, follow the 12 steps to safer recruitment.

Before you release the post....

- STEP 1** Ensure that you have an up to date **recruitment and selection policy** that describes the process and roles before you begin.
- STEP 2** Ensure that your organisation has a safeguarding policy and that a **safeguarding statement** about the organisation's commitment to safeguarding is included in all recruitment and selection materials
- STEP 3** Ensure that you have an up to date **job description and person specification** for the role(s) you wish to recruit to, that have been agreed with the recruiting manager.
- STEP 4** Ensure that you have an appropriate **advertisement** prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding.
- STEP 5** Ensure that you have compiled a suitable **job application information pack** containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form.

Before you interview....

- STEP 6** Ensure that each application received is scrutinised in a systematic way by the **shortlisting** panel in order to agree your shortlist before sending invitations to interview.
- STEP 7** Ensure that all appropriate **pre-employment checks** will be undertaken.
- STEP 8** Ensure that all shortlisted candidates receive the same letter of **invitation to interview**, supplying them with all necessary information

Before you select your preferred candidate....

- STEP 9** Ensure that a **face-to-face interview** is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.

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STEP 10 Ensure that all **specific questions** designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.

Before you formally appoint....

STEP 11 Ensure that you are able to make a confident **selection** of a preferred candidate based upon their demonstration of suitability for the role.

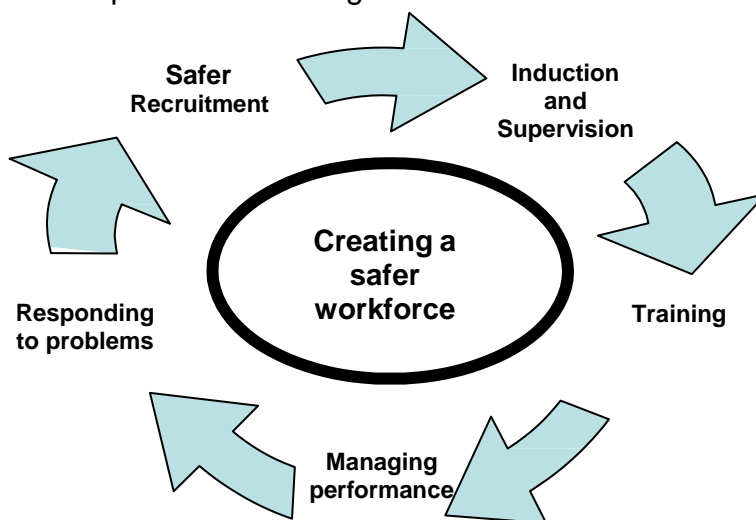
STEP 12 Ensure that your preferred candidate is informed that the **offer of employment** (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

Creating a safer workforce & safer culture

The way that staff are recruited and managed, are key components to creating a safe environment, workforce and culture. For safeguarding and good practice to happen, we need a childcare workforce that is:

- Carefully selected
- Feels valued and encouraged
- Appropriately trained
- Managed and supported in their work

Ensuring that a robust recruitment process in place is the first step to creating a safer culture however as the diagram below shows, safer recruitment is just one aspect of a wider picture to creating a safer workforce.



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Supporting Documents

[Example Recruitment and Selection Policy \[Word 49 KB\]](#)

Useful Organisations

Acas – Independent advice and guidance for employers and employees
www.acas.org.uk National Helpline 08457 47 47 47

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