

Recruitment Policy Dazzling Stars

1. Purpose

The purpose of this policy is to ensure that the dazzling stars recruits and retains competent, qualified, and caring staff who shares the school's values and commitment to providing a safe, stimulating, and inclusive learning environment for young children.

2. Scope

This policy applies to the recruitment of all nursery school staff, including:

- Teaching and childcare professionals (teachers, assistants, caregivers)
 - Administrative and support staff
 - Volunteers and temporary staff
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3. Objectives

- To ensure fair, transparent, and consistent recruitment procedures.
 - To recruit individuals with appropriate qualifications, experience, and a genuine interest in early childhood education.
 - To promote equality, diversity, and inclusion in all employment practices.
 - To comply with child protection and safeguarding regulations.
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4. Recruitment Process

a. Workforce Planning

The School Director or Manager will identify staffing needs based on:

- Enrolment numbers
- Curriculum requirements
- Staff-to-child ratios as per statutory regulations

b. Job Description and Person Specification

Each position will have a clear **job description** outlining responsibilities, and a **person specification** listing essential and desirable qualifications, skills, and experience.

c. Advertising Vacancies

- Jobs will be advertised internally and externally to ensure equal opportunity.

- Adverts will include the school's safeguarding statement and reference-check requirements.

d. Application Procedure

Applicants must submit:

- A completed application form
- A current CV
- Copies of relevant qualifications and certifications

e. Shortlisting

Shortlisting will be done objectively using the person specification criteria. At least two senior staff members should be involved in this process.

f. Interview Process

Interviews will assess:

- Experience in early childhood care and education
- Understanding of child development
- Commitment to safeguarding and inclusive education
- Interpersonal and communication skills

Practical assessments or trial sessions with children may be included.

g. Background Checks and References

Before appointment:

- At least **two professional references** must be obtained and verified.
- **Criminal record checks (DBS or equivalent)** must be completed.
- Identity and right-to-work documents must be verified.

h. Offer of Employment

A conditional offer will be made subject to satisfactory checks and completion of induction.

5. Induction

All new employees will undergo an induction program that covers:

- School policies and procedures
- Safeguarding and child protection training
- Health and safety
- Curriculum and nursery practices

6. Equal Opportunities

The nursery is committed to ensuring equality of opportunity for all applicants, regardless of age, gender, race, religion, disability, or background.

7. Safeguarding Commitment

The nursery has a **duty of care** to safeguard all children. Recruitment practices strictly follow “**Safer Recruitment**” principles to prevent unsuitable individuals from working with children.

8. Review of Policy

This policy will be reviewed **annually** or as required to comply with new legislation or best practice guidance.