

# Bambino Ltd

## Recruitment Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	20/11/2012	Scott Roberts	Annual review: changes made to how roles are advertised as well as the application process
1.3	20/01/14	Sharon Peach	Replace CRB check with DBS check and add Regional Manager.

# Recruitment Policy

## Statement of intent

This nursery believes that the wellbeing and safeguarding of children is of paramount importance. This fact relies heavily on the recruitment of suitable people to staff the nursery

## Aim

We aim to ensure we recruit the most suitable candidates to work in the nursery..

## Methods

The members of staff responsible for recruitment is Sharon Peach, the Regional Manager and the manager, who regularly updates their knowledge on the best way of vetting staff and ensuring their suitability.

## Advertising the job

Jobs are advertised using a number of print and online media outlets as well as the company website. We tell all candidates that they will be DBS checked and that written references will be collected on all shortlisted candidates ahead of interview.

## Application process

Candidates are required to either provide their C.V. or fill in an application form. Information pertaining to their qualifications and special skills are used to determine their suitability for each role.

## Interview

Shortlisted candidates are invited for interview at the nursery by the manager and deputy. Selection criteria are agreed before the interview and a scoring system is used during and after the interview. Candidates are asked about their attitudes towards safeguarding children as well as their childcare skills. A number of potential staff are then invited back for 'stay and play' sessions, where their practical abilities can be assessed.

## Conditional Offer

An offer is made subject to an enhanced check, which is applied for immediately.

