



Recruitment and Staff Development and Discipline Policy

Recruitment.

Coed Cariad uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy:

- We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.
- Initial enquiry Upon enquiring about a vacancy, we will send potential candidates:
 - a job description
 - a person specification
 - an application form
- The application form includes:
 - instructions that the application form must be completed by hand
 - a declaration that all information is correct
 - a section under the Rehabilitation of Offenders Act that asks if the applicant has been, awaiting a verdict, convicted, or cautioned for any relevant offence
 - a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)
- In order to be considered for interview, all applicants must submit an application form by the stated closing date.
- We will only accept CVs if they are also accompanied by our standard application form completed as required

Interview procedure:

- We will notify all candidates selected for interview by letter.
- All candidates will be asked to bring to the following items to the interview:
 - proof of identity, eg passport, driving licence or birth certificate
 - proof of address, eg recent utility bill (not mobile phone) or bank statement
 - proof of qualifications, ie the relevant certificates

- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)
- The interview will be conducted by a minimum of two interviewers.
- All candidates will be asked the same set of questions.
- We will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc.
- All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.
- Only when all candidates have been interviewed and observed in a session will we make our final selection.

Appointing a new member of staff:

When we have selected the successful candidate, we will:

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and a clear enhanced DBS check
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees
- We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file, together with their returned DBS check.

Induction:

Coed Cariad is committed to ensuring that all members of staff new to the setting, to post, or returning after a period of absence, are enabled to become fully integrated as soon as possible. This also includes students and supply staff.

Starting a new post is an exciting and challenging time and Coed Cariad recognises that new staff need to become accustomed to a new organisation, environment and colleagues, whilst facing the challenge of a new role.

Effective induction ensures that we can enable all staff to deliver and improve services for parents/carers and their children.

Aims and objectives:

Our aims are to ensure that all staff new to the setting, to post, or returning after a period of absence, are enabled to:

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- ✔ Understand important current issues in the setting, policies and structure.
- ✔ Use their skills and expertise to carry out the duties of their post effectively.
- ✔ Access professional and personal support in order to continue to develop professionally and to contribute to effectiveness and improvement.

Through:

- ✔ Having information which enables them to have optimum knowledge of and involvement in Coed Cariad.
- ✔ Being able to contribute effectively to our work.
- ✔ Having clear guidance on their roles.

We will provide:

- ✔ A contract with our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- ✔ all our policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file
- ✔ We will conduct a full induction and orientation programme with all new members of staff which will include identifying any training needs.
- ✔ DBS checks new staff will only be allowed to work unsupervised with children when we have received a clear DBS check for them. If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until their clear DBS check has been received.
- ✔ DBS checks for all staff will be updated every three years.
- ✔ Information about the status of DBS checks for all staff is kept by the Lead Facilitator and core group on the staff files.

All staff have a role to play in supporting new colleagues. However, the management team is responsible for staff development and the induction of new staff and will manage the implementation of the induction process.

Staff Development

Coed Cariad is committed to continuous learning and development for employees and volunteers. We recognise the value of professional development and training in motivating and retaining staff and in developing high quality, effective child care programs.

Our Staff development programme will include:

- An Annual appraisal of staff with a member of the Core group, for most staff that will be the Lead Facilitator, for the Lead Facilitator another member of the core group will take on this responsibility.
- Professional Development and Training: Refers to all learning opportunities that occur both inside and outside of the formal education system. This may include, but is not limited to courses, in-service training, workshops, conferences, shadowing, visits and e-learning.
- Attendance at Skills Share opportunities
- Mandatory training, for example first aid, food hygiene etc.
- Optional Training and Development, for example a need identified at a staff appraisal or review by both staff members and the Core Group.

Procedures:

- All staff and volunteers are eligible for mandatory and optional training
- Permanent staff are eligible to apply for external conferences, training or education opportunities.
- All staff are required to complete the mandatory courses and induction set out for their jobs.
- Employed staff are expected to access a reasonable amount of staff training and development throughout the year.
- Staff on contract will have their professional development expectations in their contract.
- Each year the Core group, in consultation with staff and volunteers, will review the Operational Plan for Coed Cariad that addresses the organisations goals and objectives. The plan will include a calendar of development and training. An annual budget will be established that outlines the amount of funding available for each area of development.
- Tracking for staff development is the responsibility of each employee and a central record of certification or completion of courses will be held in the staff files.

Specific Core Training courses:

- First Aid courses will be renewed every three years with the Lead Facilitator requiring a 16 hour First Aid In the Outdoors Qualification. At least one other member of staff on site will hold a paediatric or first aid at work qualification.
- Food Hygiene training will undertaken and regularly renewed by the Lead Facilitator.
- Safeguarding and Child Protection Training will be undertaken and regularly renewed by the Lead Facilitator.

Staff Discipline

Coed Cariad aims to have a team of well-motivated, highly skilled and professional staff. However, should the behaviour or performance of a member of staff fall below the high standards that we expect we will follow the procedure set out below.

Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

Staff have the right to appeal at all stages of the procedure and this will be confirmed within the warning or dismissal letter.

The member of staff will have the opportunity to ask questions and answer allegations, and has the right to be accompanied by a colleague or union representative.

Minor offences

The Lead Facilitator or Core Group will try to resolve the matter by informal discussions with the member of staff or bring forward a supervisory. If this does not resolve the problem, the formal disciplinary procedure will be followed.

Stage 1: Formal verbal warning

The Core Group will give the member of staff a formal verbal warning which must include:

- The reason for the warning
- That this is the first stage of the disciplinary procedure
- An explanation of their right to appeal
- A note of the warning will be kept on the staff member's personnel file, but it will be disregarded after six months if their performance or conduct is satisfactory.

Stage 2: First written warning

If the offence is a serious one, or if there is no improvement, the Core Group will give the member of staff a written warning which must:

- Give details of the complaint
- Warn that a final written warning will follow if there is no improvement in their conduct or behaviour, or if there is a further breach of Coed Cariad expectations
- Explain their right to appeal.
- A copy of the written warning will be kept on their personnel file but will be disregarded after 12 months if their performance or conduct is satisfactory.

Stage 3: Final written warning

If there is still no improvement in the staff member's performance after regular monitoring and support, the Core Group will give them a final written warning which:

- Gives details of the complaint
- Warns that dismissal will result if there is no satisfactory improvement
- Explain their right to appeal.
- A copy of the final written warning will be kept on file, but will be disregarded after 24 months if the performance or conduct of the member of staff remains satisfactory.

Stage 4: Dismissal

If, during the period of the final written warning, there is a further breach of Coed Cariad's expectations or if the member of staff's performance has still not improved, dismissal will normally result. The Core Group will give the member of staff written reasons for the dismissal, the date on which their employment ends and information about their right to appeal.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being an unfit person under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Core Group will investigate the alleged incident thoroughly before any decision to dismiss is made.

Referral to Disclosure and Barring Service- If a member of staff is dismissed (or would have been dismissed if they had not left the setting first) because they have harmed a child or put a child at risk of harm we will make a referral to the Disclosure and Barring Service.

Notification to CIW – Coed Cariad will notify CIW if a member of staff becomes disqualified, or if any significant event occurs which is likely to affect their suitability. Note that a member of staff could become disqualified through the actions of a partner or housemate.

Appeals - A member of staff wishing to appeal against a disciplinary decision must do so in writing and within five working days of being informed of the decision. A meeting to hear the appeal will be set up no more than ten working days later. If possible, the director, who was not involved in the original disciplinary action, will hear the appeal and make an impartial and final decision.