

## Recruitment and Selection Policies and Procedures

### Principles

Our recruitment and management policy adhere to regulatory requirements set out below by governed bodies. We ensure to included steps to verify references, qualifications and vetting documentations when hiring paid and unpaid workers. This policy is to ensure there is clear define procedure for recruitment and management.

### Legislation and regulatory requirements that we adhered to:

- Under regulation 9 of the Child Care Act 1991( Early Years Services) Regulation 2016, the registered provider must ensure that an effective management structure is in place, and appropriate people are recruited to ensure the quality and safety of the care provided to the children attending the service.
- Under Regulation 10 of the Child Care Act 1991, (Early Years Services) Regulation 2016, (amendment 2016) and Data Protection Act 2018, the registered provider must have a clear, written policy and procedure covering paid and unpaid workers.

### Statement of Intent

The management is committed to ensuring that our recruitment procedures are fair, open and transparent and comply with relevant employment legislation. Personal information received is dealt with in the strictest confidence.

The goals of the policy are:

- To recruit the best possible people to Precious Children Daycare and provide clear guidelines to management and employees on the recruitment and selection process.
- To ensure, through the recruitment and selection process, that children are protected and Precious Children Daycare fulfil its duty of care relating to safe recruitment and selection practise.
- To ensure the process is managed fairly without either direct or indirect discrimination towards any individual or group.
- To ensure that Precious Children Daycare is compliant with all relevant legislation and quality practice in this area.

### Defined needs of Children in the recruitment and selection Process:

- To be cared for and educated by adults who are appropriately qualified.
- The adults who care for them and provide for their education to have the attributes, knowledge, skills and competencies to provide their curriculum/ programmes of activities and meet their wellbeing, learning and development needs safely, responsible and according to the highest quality standards.
- To be safe when in the company of adults in our setting who are there to assist their main educators – such as contractors, volunteers and students.

## Recruitment and Selection Policies and Procedures

Parents'/ Family's needs from our Recruitment and Selection Process.

- Be assured that the services approach to recruiting and selecting the early years educator and other members whom will be responsible for planning and providing for their child's care and education, while in the early years setting is professional, fair and safe.
- Know that their young child will be safe in the company of any other workers who will be interacting with them while they are in the service, wither paid or unpaid.

**Team members needs from our Recruitment and Selection Process.**

- That the services recruitment and selection processes are fair, open and transparent and are not discriminatory.
- Understands how the service recruits team members.

**Management needs from our Recruitment and Selections Process.**

The following needs to be clearly defined:

- Know that the recruitment and selection process is clear and transparent for all stakeholders.
- Know that they have established safe and appropriate systems and procedures to ensure that the best possible people are recruited to the staff team to ensure the provisions of a safe and good quality service.
- Ensue that they fulfil their duty of care to all stakeholders, especially the children on their care, and that all relevant legislation and regulation are fully complied with.

National Quality Frameworks

- Tusla: Quality Regulatory Framework
- Siolta: The National Quality Framework for the Early Childhood Education

### **Staff Recruitment Policy & Procedure**

#### **Job Descriptions**

A detailed job description is prepared before each post is advertised and is available to all applicants. Each job description includes:

- Job title
- Location of the position
- Who the employee will report to



## Recruitment and Selection Policies and Procedures

- Overall purpose of the job
- Duties and responsibilities
- Conditions of employment
- Person specification.

The **person specification** outlines:

- Qualifications
- Skills
- Experience
- Other attributes required to carry out the job satisfactorily

### Advertising

All posts are publicly advertised in local or national newspapers and state clearly that Precious Children Daycare is an equal opportunities employer. All advertisements include the following:

- Name and role of organisation
- Job Title
- Brief description of the job
- Location of position
- Qualifications and experience which are essential, and which are desirable
- Whether the position is full time or part- time, temporary or permanent
- How to apply
- How to get further information
- Closing date for application
- Equal opportunities statement
- Logos as required

### Short listing

The selection criteria are based on the information in the advertisement and the job description. Assessment of applications is based only on information provided by the applicant. All applicants who meet the selection criteria are invited to attend an interview.

A letter of regret is sent to all applicants who do not meet the selection criteria.

### Interviews

A list of interview questions based on the job description is prepared in advance of the interviews. Each candidate is asked the same questions considering the following:

- Qualifications



## Recruitment and Selection Policies and Procedures

- Skills
- Experience
- Additional attributes

At the end of each interview the candidate is invited to ask questions or to give any additional information. The interview questions are signed off at the end of the interview and are kept on file for at least one year, together with the short listing.

### **Selection Process**

The position is offered to the candidate with the best fit for our facility, team and requirements, subject to references and qualifications being satisfactory.

A reference is always sought from the current or most recent employer. Both referees are contacted verbally by telephone and this is followed up with a written reference.

Photo ID and original certificates of accredited training are sought before the successful candidate signs a contract of employment. Letters of regret are sent to all unsuccessful candidates within one week of the interviews.

### **Garda Vetting Policy**

In accordance with the Child Care Act 1991 (Early Years Services) Regulations 2016 we will ensure that all staff members are Garda vetted through Early Childhood Ireland.

Regulations and best practice from a child protection perspective require that services complete vetting prior to any person being appointed or being allowed access to children.

We do not allow anyone to start work before Garda vetting has been received is regarded as non-compliant under the Childcare Regulations.

All Contractors whom will be present on site in working hours will be garda vetted before commencing any works or services as part of our contractor's recruitment policy.

As per Tusla-The Child and Family Agency inspection standards require Garda Vetting forms to be held on site by childcare providers to ensure the service is compliant under childcare regulations and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 we will have required paper work for review.

All students/employees/volunteers aged between 16 to 18 years, as per the guidance from Tusla-The Child and Family Agency will be subject to Garda vetting only when they have substantial unsupervised access to children. As per Precious Children Daycare all Students/employees and volunteers will never be left unsupervised whilst on our premises.



## Recruitment and Selection Policies and Procedures

A Garda vetting parental consent form must be signed in relation to applicants in the 16 to 18 age brackets.

Students/volunteers at Precious Children Daycare will never have unsupervised access to children.

Garda Vetting is sought for all employees, volunteers, students and any adults who work directly and indirectly contact with children in our service.

### **Contract of Employment Policy**

A written contract of employment is prepared for each new employee of Precious Children Daycare.

All contracts include:

- Commencement date of employment
- Duration of the contract
- Terms and conditions of employment
- Reporting procedures
- Salary
- Entitlement to travel and subsistence
- Working hours
- Annual Leave
- Details of sick pay
- Information on grievance and disciplinary procedures
- Information on codes of conduct
- Duration of probationary period

### **VOLUNTEER RECRUITMENT POLICY**

The management of Precious Children Daycare is committed to promoting the participation of parents as volunteers in the service. The management is committed to ensuring that the recruitment of parents and other volunteers is open and transparent and at all times gives precedence to the safety and welfare of the children attending the service.

#### **Role Description**

A detailed description of the role of the volunteer is prepared in advance. This includes:

- Overall role of the volunteer
- Location of the position
- Who the volunteer will report to
- Key area of work
- Duties and responsibilities



## Recruitment and Selection Policies and Procedures

### **Application Form**

Each volunteer is required to complete an application form. This form includes:

- Name, Address and telephone number of applicant.
- Previous experience.
- Reason for volunteering.
- Name, address and telephone number of 2 referees.

### **Interview/Informal Chat**

Each volunteer will have an interview or informal chat with representatives of the management committee as part of the Recruitment process.

### **Garda Vetting**

Garda Vetting is sought for all volunteers, students and any adults who may come in contact with children in our service as per our Garda Vetting Policy.

### **EMPLOYMENT/PERSONNEL FILES**

Legislation requires that we keep certain records on file for each of our employees. The following records will be kept:

Personal details including name, address, contact telephone numbers, name of next of kin, contact numbers for next of kin.

Proof of identity (copy of passport/drivers licence)

Two validated references.

Processed Garda vetting form.

Sign off sheet on Child Protection Policy.

Sign of sheet on all other policies and procedures.

Copies of validated qualifications.

C.V.

Training record.



## Recruitment and Selection Policies and Procedures

### **The Interview**

#### **Childcare / Afterschool Leader Possible Interview Questions**

Could you please go through any experience or training you feel is relevant to this post?

Do you have any previous experience in managing a team or staff?

What would you do to develop and expand the Early Years / School Age Childcare service over the coming year?

What would you see as the key priorities over the next six months?

What do you think is the main purpose of a Early Years / School Age Childcare service?

Could you provide us with an example of the activities you might organise for a day with a group of 2-3, or 3-4 or 8 children between the ages of 6 and 10?

What do you think are the issues for children who have special needs?

How can these be addressed?

What would you need to think about in organising a day's trip out for an early years or School Age Childcare Service?

Could you give an example of a difficult situation or a conflict you had to handle?

What do you think are the core priorities in child protection?



## Recruitment and Selection Policies and Procedures

What involvement do you think parents should have in the service?

What supports do you think parents require?

As leader of a School Age Childcare Service would you see yourself linking with the teachers in the school in any way?

What initiatives might you take to promote the service and target the relevant families?

You will be the first point of contact people will have with this service, and you may have to present our service at public settings – how would this influence how you would present yourself?

Confidentiality is very important in this service. Why do you think this might be?

What type of reporting system would you see as effective to ensure effective communication between management and staff?

Would you be available for ongoing training and evening meetings?

We will be looking for a reference and for Garda clearance. Are you OK with that?

Have you any questions?