



Staff Recruitment	Date: January 2017	Revision No: 4	Page 1 of 2
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1. POLICY STATEMENT

The nursery is committed to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- We only use reputable newspapers and the job centre website when advertising any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove:
 - Their identity (passport or photo card drivers license)
 - Relevant qualifications (certificates)
 - Eligibility to work in the Malta.
 - Their criminal record is checked.
- Detailed enquiries will also be made regarding any gaps in their employment.
- The nursery manager and proprietor (or supervisor) will be present at interview although the final decision regarding employment will remain with the proprietor at all times.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.

Starting work

- The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child for the first 2 months.

- New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the nursery's policies and procedures and receive a mentor who will introduce them to the way in which the nursery operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.
- All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.

The Staff Recruitment Policy supports the appointment of staff with diverse backgrounds to support our values, current and future goals and generates an enthusiastic and secure environment for the children at the centre. The following recruitment and selection policy has been designed to provide the centre with a flexible merit based framework for recruiting staff.

Supervisor/ Principal/ Manager

Age:	21 years or over
Experience:	Experienced in working with children
Qualification:	Childcare qualification as established by the Malta Qualifications Council. Training in Management or Administration as vetted by the Department of Social Welfare Standards. A recent (achieved within three years) Certificate in Paediatric First Aid
References:	Current detailed Police Conduct Certificate. Two character referees

Carer

Age:	18 years or over
Qualification in Childcare:	A recognised level of training and education A recent (achieved within three years) First Aid Certificate
References:	Current detailed Police Conduct Certificate

Job Description

A job description will be formulated for all positions in the centre so that current staff and applicants for advertised vacancies and appointees are aware of the duties and responsibilities of the position. Individuals will be selected on the basis of merit.

Candidates for the positions will not be treated less favourably on the grounds of gender, marital status, disability, age, religion, sexual orientation, race, colour, ethnic or national origin, or put at a disadvantage by unjustifiable conditions or requirements.

Advertisements and information sent to candidates about posts will clearly state that the childcare service is an equal opportunities employer.

Job descriptions should include:

- Job identification - name of position,
- status of the position,
- the date at which the job description was written and who the position is responsible to.
- Job duties - will describe the duties of the position in respect to the centre, the children, staff, the parents and in general. Job descriptions will be revised as required and staff occupying positions will be informed each time a revision of their job description occurs.

Employee Contract of Work

In accordance with regulation 4 of the 'Information to Employees Regulations, 2002' (LN 431 of 2002), if the period of employment exceeds one month and exceeds eight hours of work a week, a statement will be given by employers to all employees within eight working days from engagement.