



Induction Training and Recruitment Policy

Although The Close Day Nursery, has over the years prided itself of the length of time staff have been retained, it will become necessary to add to the staff team or to replace those who have left. In the event a new member of staff is sought, then The Close Day Nursery will follow the following guidelines;

1. Confirmation internally of the hours required to be filled, i.e. do we need this new member of staff to directly replace the person leaving or do we take the opportunity to restructure.
2. Advertise the post in a suitable way
 - Internally
 - Via local
 - Via Oxfordshire County Council
3. The advert would give a broad outline of job, our commitment to safeguarding, closing date and contact details.
4. Once prospective persons had made their application via job application form, prospective candidates would then be invited for interview.
5. Having conducted the interview with Equal Opportunities in mind and after following “safer recruitment guidelines” an offer would be made to the most suitable candidate. All offers are made subject to satisfactory references being received and suitable DBS checks being carried out. It will also be established at interview that the candidate will be permitted and able to work in England and that a passport or other form of ID will be required to be seen. Offers are usually made under the umbrella of a three month probationary period. If a candidate did not meet the terms and conditions as per their contract then termination of employment may be considered or a lengthening of this three months. Any decision made would be with full consultation with the candidate.

Induction

For new employees and any work placement students The Close Day Nursery will give a short induction into the general rules and running of the nursery. It is vital that all new staff and students are made aware of “safeguarding practices” and “health and safety” codes of practice. The induction will normally take place on arrival on the first day of employment so that they feel comfortable and part of the team as soon

as possible. They will be shown the Health and Safety notice (in the toilet area) and the location of the first aid box, (in the kitchen). Full safeguarding details.

The Close Day Nursery Policy document file will be given to all new members of staff and students to become familiar with and to ask questions about if they are at all unclear.

Training

Staff will be encouraged to attend training courses to better their qualifications or to keep them up to date with the latest information. Where possible, the cost of these courses will be Supported and where necessary appropriate cover provided to enable staff to take time off from nursery duties.

Exit Interview

It is the policy of the nursery, where appropriate to conduct an “exit interview” for any member of staff that is due to leave. The purpose of this is to make sure of the following:

- The staff member has handed over to the new staff member where possible and had updated them on all that they need to know for a smooth transition.
- The exiting staff member has an opportunity to voice any concerns that they may have that the management team should be aware of for in the interest of the nursery.
- To ensure that all company owned equipment is returned prior to departure i.e. uniform.
- To ensure that the exiting staff member is aware that confidentiality is still paramount after they have left, and that any detrimental views posted on social networking sites may lead to the matter being placed in the hands of the nursery solicitors.