Zac’s Club Limited 

Recruitment and Employment Policy and Procedure

**Aim**

Zac’s Club aims to provide a recruitment and employment policy that respects and acknowledges its employees individual needs and requirements, and is both fair and consistent.

1. Staff ratios are defined for the setting, under the guidance of Ofsted, and adhered to for the safety of all children and staff.

* Zac’s Club Before and After School and Holiday Club Facility will always operate on at least a 1:8 staff to children ratio for under 5’s, and 1:10 ratio for over 5’s however, often operates on better than this standard. This is at a better ratio than determined by Ofsted, and well within the limits set by our Insurance Company.
* Where children with special educational needs or disabilities need to be accommodated, we will provide additional staff in line with the needs of the child, and in conjunction with funding available from the inclusion fund for this purpose. This may include one to one support where necessary. It may be necessary to delay a child’s start date until the correct individual has been recruited into the role.
* Whilst there is no requirement for Before & After School staff to hold a specific childcare qualification, it is our commitment that there will always be a member of staff at every session qualified to level 3 (or above – we have staff qualified to degree level) for every session. All unqualified staff are actively encouraged to study for a childcare or playworker qualification if they don’t already hold one, and will receive mentor support from a more senior colleague.
* There will always be at least one qualified paediatric first aider on duty at each session, however it is our policy that all staff should hold the 12 hour paediatric first aid qualification which they must renew every 3 years. Zac’s Club pays for this training and the time spent on the course, and individuals must therefore ensure they are available to attend such training when requested. Any new member of the team must gain their qualification within 3 months of their start date, and will not receive a permanent contract until they have this qualification.
* There will always be one member of staff on duty with a level 2 food safety qualification on duty, for the purpose of serving food to children. Level 2 food qualifications should be renewed every 3 years, and this training is funded and provided by Zac’s Club.
* All staff are also required to undertake regular Safeguarding training, and any other training deemed appropriate for the role at the Company’s request and expense. There is a Safeguarding Lead, and a SENDCO officer appointed at each setting.

1. Vacancies are as widely advertised as possible in order to recruit and retain an excellent staff team qualified to a high standard.
   * Vacancies are posted on our website, Jobcentre plus, on Facebook, Indeed and in local shops and stores. Press advertisements through Nursery World or the professional publications may also be used for Management positions. We also maintain a good relationship with local childcare training providers such as York and Selby Colleges, and York Training Centre to advertise on their notice boards, and on the Apprenticeship site where appropriate.
   * Job descriptions for all advertised positions are available by contacting Zac’s Club Limited.
   * Applications are invited by our Company Job Application form to allow us to obtain the same level of information regarding all candidates and to ensure a fair recruitment process and scoring system for of any of the advertised posts, and are available to download from the job post on the website. We will also email or post our application packs by first class post to any interested applicants that make an enquiry.
   * Jobs are advertised with a closing date to ensure that all interested applicants have opportunity to apply and be considered for posts.
2. Applications received are considered in a fair and consistent way for short listing for interview.
   * Job descriptions and/or person specifications for each post outline the minimum requirements for applicants to meet, and short listing for interview is considered in line with these criteria.
   * We have a standard application form which must be completed by all applicants to ensure everyone is assessed on the same information, and in a fair and consistent manner.
   * Interview dates are agreed with each short listed applicant, and sufficient notice given in order to prepare for the meeting.
   * Confirmation of interview is sent out via email, along with details of all documentation we are required to see in relation to the applicant’s identity and qualifications.
   * All applicants are advised of the need to conduct enhanced DBS disclosures, check references, and confirm medical suitability, prior to commencing employment and they are required to take responsibility for the payment of the DBS disclosure where they are not already on the update service.
3. Our selection process ensures that we recruit the best possible staff, who are suitably qualified, and is fair and consistent.
   * All applicants for the same post are asked the same questions at interview to allow them to fairly demonstrate their suitability for the role.
   * Our criteria assessment sheet scores each individual on various points against the information provided in both the application form and during interview.
   * Candidates are required to undertake a two-part interview process, a practical interview where they will be required to undertake a variety of activities with support from the staff team, and a formal interview. These may both take place on the same day, and a scoring system is devised, and tailored to ensure the specific skills we seek for each role are determined and measured for each candidate.
   * We promote career development, and offer suitable workplace support to ensure our staff are qualified to a high standard, and can follow their chosen career path. Staff are appraised prior to completion of their probationary period, and at least annually thereafter. Regular supervisions also take place, and are conducted by line managers to allow employees sufficient feedback regarding their performance, and the expectations of the Company.
   * All interviews are conducted by a minimum of two people.
   * All staff who accept a position offered to them are sent a confirmation letter detailing the role, pay and working hours, and sign a contract of employment prior to commencing work.
4. Information gathered regarding applicants and staff is relevant, and safely stored.
   * Staff files and applicant files are kept confidential, and are only viewed by the Line Manager, Director of the company, and other authorised individuals.
   * Staff files are stored offsite at our SAIL address securely in a locked cabinet.
   * Information stored on computer or on the cloud is kept confidential, and is password protected.
   * All staff have access to our terms and conditions, and policies and procedures.
   * A summary checklist is completed on entry to ensure the safer recruitment practice is followed, and all references and checks followed up in full.
5. Induction procedures are in place to ensure the health and safety of all individuals on the premises, and ensure the member of staff is able to effectively carry out the role for which they have been recruited.
   * Induction involves being informed of all health and safety procedure regarding the premises and equipment, as well as record keeping and safeguarding of the children in their care.
   * Staff are made aware of company policy and procedure, and where information can be located, along with the Staff Handbook, which is emailed to each employee at the commencement of their employment, along with annual updates.
   * Further training needs are identified and agreed where appropriate, and usually identified through the supervision and appraisal process.
   * Ongoing staff training is in place to ensure that all individuals are able to carry out their roles and remain suitably informed.
   * Staff are initially contracted on either a temporary or probationary contract for a period of 3 months, at which point a performance review is carried out, and decision made regarding continuing employment and the provision of a permanent contract, the extension of the probationary period, or termination of employment.
   * Candidates that have applied for a role must complete a thorough suitability declaration form before being employed. The declaration form includes questions regarding what would disqualify that individual from working in both childcare settings and if they have any cautions and/or convictions. It also includes if the candidate’s own children have been removed or taken into care and whether the candidate has previously had an Ofsted registration refused or cancelled. A suitability declaration form will be filled out again by staff members at every annual supervision and reviewed by the Line Manager and the Director of the company.
6. Staff are rewarded fairly and consistently through pay and employee benefits.
   * Staff salaries are agreed with the individual when recruited, and rates of pay are dependent on the nature of the role, qualifications and experience.
   * Rates of pay are reviewed annually in March to coincide with any changes in the NMW, and will be assessed in line with individual’s annual appraisal results, rates of pay in comparable roles and settings from information available in the public domain, and the financial performance of the company. Revised rates of pay will be advised at least a month in advance, and be effective from 1st April annually.
   * All staff are offered the opportunity to train for an appropriate childcare qualification, and invited to draw up a career development programme, agreeing suitable support that Zac’s Club is able to give to each individual.
   * All staff are paid monthly in arrears for their regular contracted hours on the last working day of the month by bank credit transfer into their nominated account. Payment for any additional hours worked during the month is paid at the end of the month following, along with their regular pay for that month.
   * A workplace pension scheme is available through Zac’s Club Limited, and offered to all staff in line with current legislation.
   * Staff are able to register their own children with Zac’s Club for childcare and will receive a staff discount of 20%. Staff should not work in the same area as their children where practical not to do so.
   * Performance appraisals are conducted by the Line Manager during the initial probationary period/contract, and thereafter annually in February or March, once an employee is on a permanent contract.
   * All staff are expected to conduct themselves in line with Company terms and conditions and policy and procedure, and any issue regarding performance, capability or conduct will be dealt with in a timely manner, and in line with policy and procedure by a Manager or Director.

Reference to other policies: Equal Opportunities, Confidentiality, Health and Safety, Safeguarding