



## **Safe Recruitment, Induction & Supervision**

The management at Farthing Wood Private Day Nursery has a commitment to their staff to provide adequate management and training, to enable them to develop themselves to the best of their ability. By offering this, we aim to provide an enjoyable environment to work in and an increase in staff morale, therefore reducing the level of turnover in staff, which may have an adverse effect upon the children in our care. The steps which we will take to assist in the provision of adequate staff recruitment, management and training are as follows:

- ❖ By operating a formal interview process, to enable our selection of staff to be a more informed decision. Those relevant qualifications are met for the position.
- ❖ Before Recruitment takes place we require 2 written job references and one of them is always from the previous Employer. Does the person have an up to date CRB or would we require a new one? This would all depend on the experience of the person and how long ago the CRB took place.
- ❖ The Employee will complete a 3 month trial and have a meeting with the Manager at the end of the trial to evaluate and feedback.
- ❖ By having a legally binding Contract of Employment and Job Description, detailing the exact duties we expect our staff to perform, and duties we will adhere to as employers, during their employment within our establishment.
- ❖ All staff receives Induction Training to help them understand their roles and responsibilities. The Induction is recorded and both the Manager and the member of staff date and sign. They will be given copies of all the up to date policies & procedures, and will be shown the Emergency Evacuation Procedure.
- ❖ By operating an annual appraisal system which will provide the staff with the opportunity to discuss issues relating to their career and development.

- ❖ By providing the opportunity to have regular staff meetings, so all members of staff are aware of any new issues arising.
- ❖ By being approachable, at all times to all members of staff, to deal with any problems/issues they wish to rise.

Reviewed July 2016  
Next review date July 2017