

# Poppets Pre-School

## Recruitment and Retention Policy

### Aims:

Poppets Pre-School recognises that high quality childcare is dependent on the input of a professional, well qualified, highly motivated staff team. To achieve this Poppets Pre-school believes it is important to recruit, support and retain committed individuals with varied and valuable skills and experience from a variety of backgrounds and cultures.

### Recruitment

Poppets Pre-school appreciates the principle of equality of opportunity and will not discriminate against any employees or applicants because of their gender, age, disability, race, ethnic origin, language, religion, marital status or sexual orientation.

When a position at Poppets Pre-school becomes vacant we will -

- In the first instance, advertise internally.
- Then within the local community and press.
- We will also use the local authority's vacancy service.
- Applicants will be sent a Job Description and Person Specification and will be asked to complete an application form.
- Applications will be reviewed and suitable applicants will be shortlisted for interview.
- At interview candidates will be questioned about their suitability for the post against the criteria set out in the job description. All candidates will be asked the same questions. Overall judgement will be made from the interview responses.
- After all interviews have been completed a verbal offer of employment will be made to the successful candidate, followed by a written confirmation. This offer will be subject to successful clearance of our new employee checks.

### New Employee Check

At Poppets Pre-School we carry out robust checks on all new recruits. New members of staff will be expected to provide us with the following:

- Contact details, including the name and phone number of an emergency contact
- Proof of identity eg passport, driving licence.
- A completed Health Declaration form.
- A completed Staff Suitability Declaration.
- A clear Enhanced DBS through Capita. Any member of staff awaiting DBS clearance will be supervised at all times.
- Copies of any qualifications and training.
- Two positive references that meet the requirements set out in the EYFS Statutory Framework.

### **Induction**

As part of the induction process, new staff members will be given a copy of the staff handbook and the setting's policies and procedures. The owner will spend time going through these documents and will explain them in detail. The owner will go through an induction with each new employee, covering all areas of the pre-school and explaining our practice. Please see the separate 'Induction Checklist' for all of the areas covered and the timescale in which to discuss them. All areas will be reviewed again within the first three months to ensure they have been fully understood and are being implemented. The owner will also discuss the opportunities for training and professional development. All new members of staff will be introduced to parents in person and through the newsletter.

### **Retention**

After the initial induction period all staff will take part in termly performance management meetings, as well as an annual appraisal at the end of the academic year. The owner has an open door policy should the staff have anything they wish to discuss.

Specific and ongoing training needs are identified and supported through in house or external training. As a funded provider offering Early Education Funding it is important that all staff undertake 12 hours of annual education training.

Half termly informative staff meetings are held to discuss the setting, share knowledge and review practice.

Poppets Pre-school endeavours to act as a good employer by adopting policies, procedures and working practices that meet the legal requirements. Employees will be encouraged to take pride in the important job that they do and to be courteous, friendly and positive in all interactions with children, parents and colleagues.

**This policy was adopted on: ..... (date)**

**Signed on behalf of the pre-school: .....(owner)**

**Date for review: August 2026**