

Recruitment and selection

Employing staff can be time consuming and costly - taking time to get it right can pay dividends in the future!

How do you recruit at the moment?

- Do you utilise our FREE job vacancy service which can be found here <https://resources.leicestershire.gov.uk/jobs-in-childcare?>
- Do you put an advert in the paper when a vacancy comes up?
- Do you consider other methods of advertising?
- Do you use the opportunity to review your staffing structure?
- Do you consider what's working and what's not?
- Do you ask why people are leaving?
- Do you have a policy for recruitment?

Hopefully you will already have trusted and motivated employees

Try to engage them further in your recruitment activity or plans for growth

Keep staff involved

Developing a recruitment policy

Your **recruitment policy** should set out your procedure for effective recruitment. A clear policy will ensure your practice is fair, efficient and transparent. The policy should take into account current employment legislation and should be developed and implemented in conjunction with an Equal Opportunities Policy.

Your **recruitment policy should apply to all employees**: whether they are permanent or temporary. You may wish to reflect on this policy further if you employ agency staff or any other non-employed workers including voluntary staff. **You should always bear in mind that the safety of the children in your setting is paramount.**

Your recruitment policy should:

- Ensure that recruitment and selection procedures, are fair equitable and consistent with the skills, knowledge and abilities that are required for the job
- Attract and recruit people who are best suited to meeting the requirements of the post, but also have potential for future development and progression
- Ensure Equal Opportunities for all applicants regardless of their race, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age or any other unjustifiable criterion
- Ensure all staff involved with recruitment and selection of staff are trained and aware of your recruitment policy and have the skills to ensure its effective implementation

Useful links

www.gov.uk/browse/employing-people

This government website includes links to the up-to-date employment regulations, including pay, contracts of employment and working hours, workplace pensions, recruiting and hiring, discrimination law, apprenticeships and using agencies.

www.acas.org.uk

Acas is the independent and impartial Advisory, Conciliation and Arbitration Service. ACAS offer advice on employment and workplace issues to both employers and employees. By accessing the website you are able to get practical, straightforward help.

ACAS is also able provide training to employers covering topics such as:

- Conflict management
- Discrimination
- People management
- Absence management
- Employing people
- Work / life balance
- Employment law and updates