



4.4 Staff Recruitment and Employment

Policy Statement

The Bumblebee Children's Charity (hereafter known as the Charity) adheres to statutory guidance to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately skilled, experienced and qualified, and we carry out checks for criminal and other records through the Disclosures and Barring Service (DBS) in accordance with statutory requirements.

Safe Recruitment of staff

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- All staff working at the Charity will need to satisfy the trustees, and teaching lead, that they are suitable to work within our setting supporting young children with physical motor learning difficulties and sensory needs, and their parents/carers.
- Recruitment panels contain a minimum of two interviewers, at least one of whom is a trustee and one is from the teaching staff, who are aware of the Charity's safeguarding requirements.
- Interviews are face to face, where possible, even if there is only one candidate.
- Written references are sought directly from a minimum of two referees.
- Notes are made and retained of candidates responses to questions posed at interview.
- Interviews explore issues relating to the safeguarding of children, young people and vulnerable adults, for example they:

Investigate any apparent sizeable gaps in employment to check for credible reasons;

Explore concerns or discrepancies arising from the information provided by the candidate and or referee;

Ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS check;

Ask probing questions about the capacity of an applicant to safeguard and protect the welfare of the vulnerable clients in his/her care.

- after the interview process, an objective and comprehensive review of all candidates is undertaken, and the decision on the best candidate is approved by Trustees.
- The safeguarding and welfare of the children is paramount to the service we provide and in order that '*safe recruitment*' is achieved the Charity will ensure that the successful candidate's proof of identification is valid and references have obtained and the necessary

DBS checks and health declarations have been made before employment commences.. We will refer to the Suffolk County Council Early Years and Childcare Service *Safer Recruitment Best Practice Guidance* to support our processes.

- All relevant qualifications are verified.

Employment of staff

- We will issue all staff with contracts of employment prior to their employment start date.
- Employees are subject to a probationary period of 6-12 months commencing on the first day of their employment. This probationary period is used to develop employee understanding and grounding in all the policies and procedures of the Charity, its ethos and culture.
- Employees will be directed to the staff handbook as part of their induction process. The staff handbook contains all relevant information to employment working practices and procedures with the Charity and staff should refer to these throughout their employment as necessary.
- We provide staff induction training in the first week of employment. This induction includes introduction to the staff handbook, Health and Safety Policy, Safeguarding Policies and policies related to information sharing, confidentiality and general data protection. Other policies are introduced within 4 weeks of starting at the charity.
- Both the newly appointed worker and the teaching lead make a signed record that this part of the induction process has been completed satisfactorily. The record is kept as part of the employee's file.
- During this stage of employment, the employee works under supervision of other staff.
- The employee is offered support with professional issues at regular 1:1 supervisions and appraisals.
- The Charity recognises that members of staff are entitled to join a union. It is the right of any employee to seek the advice and support of their union in respect of grievance and disciplinary matters.
- The Charity will deal with any staff grievances in accordance with the terms and conditions of employment and our *Staff grievance policy and procedure*.
- The Charity will deal with any disciplinary issues in accordance with the terms and conditions of employment and the *Staff disciplinary and right to appeal policy and procedure*.
- The Charity aims to ensure an appropriate balance between the needs of the children, parent/carer(s) and the health and safety of employees. All employees will work the hours specified in their contract of employment. Time spent working outside of normal hours by individual choice does not count towards working time, unless the arrangement has been previously agreed with the trustees.
- Staff may be asked to help in a voluntary capacity with fundraising activities or any other Charity events. There is no obligation placed upon staff to attend these events.
- The Charity is committed to ensuring that all staff are able to discuss and receive advice on a full range of personnel issues. We are keen to ensure that personnel issues are dealt with quickly and efficiently. The Charity takes a positive approach to employment practice to ensure that, as a minimum, we comply with the requirements of current employment legislation.
- Staff are entitled to take holidays as set out in their contract of employment during designated holiday weeks. Additional holiday rules are set out in the contract of employment and staff handbook.

- Sick leave is monitored, and action is taken where necessary in accordance with the contract of employment and staff handbook.

Staffing Procedures

- A minimum of two staff/adults are on duty at any one time.
- We hold regular staff discussions to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We provide regular in-service training to all staff. The Charity budget allocates resources to allow for mandatory training and where possible discretionary training. All mandatory training is kept up to date.

General Rules and Conduct

To help achieve a working environment that is pleasant and safe for everyone, we ask all staff to observe the following rules:

1. Employees must have proper regard to their terms of employment.
2. There should be proper and authorised use of the Charity's equipment, time and property.
3. Discriminatory or offensive language or behaviour is unacceptable.
4. Information regarding parent/carer(s) and children must be treated in the strictest confidence and should not be divulged to any third party or discussed outside of work.
5. Children must not be physically punished and shouting at or bullying of children is not permitted.
6. All employees are required to work and behave with respect for colleagues, the children, parent/carer(s).
7. Promote the independence of users of the charity.
8. Listen to what is being said to you; use communication which is most appropriate to each individual.
9. Dress appropriately – some dress can cause offence; consider your activities and dress accordingly.
10. Adhere to all Bumblebee Children's Charity policies.

Reference material:

[Suffolk County Council Early Years and Childcare Service Safer Recruitment Best Practice Guidance](#)

This Policy was adopted by the Bumblebee Children's Charity on

Signed on behalf of the trustees

Date.....March 25.....

Name of signatory

Signed ...Lindsay Warne ...

Role of signatory

Charity Administrator