



Early Learning and Childcare Centre

RECRUITMENT POLICY

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

Standard 3: I have confidence in the people who support and care for me.

Compassion

3.7 – I experience a warm atmosphere because people have good working relationships.

Be included

3.12 – I can understand the people who support and care for me when they communicate with me.

Responsive care and support

3.14 – I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.19 – My care and support is consistent and stable because people work well together.

Standard 4: I have confidence in the organisation providing my care and support

Compassion

4.3 – I receive care and support where all people are respected and valued..

Responsive care and support

4.11 – I experience high quality care and support based on relevant evidence, guidance and best practice.

Wellbeing

4.23 – I use a service and organisation that are well led and managed.

4.24 – I am confident that people who support and care for me have been appropriately and safely recruited.

The aim of this policy is to ensure that any vacancies are filled by selecting the most suitable person for the job based on their qualifications and ability.

- The management committee will ensure that:
 - Vacancies reach as wide a pool of potential applicants as practicable.
 - There are clear job descriptions for every job.
 - Procedure for recruitment and selection for appointment is followed by everyone involved in recruitment and selection.
 - Management committee members and staff involved in the recruitment and selection process are given adequate training on the Ferryfield's policy and procedures and their responsibilities.
 - There are at least 2 adults creating an interviewing panel, for each planned interview.
- Responsibility for advertising, interviewing and appointing employees lies with the manager, who can delegate these tasks to another person.
- The manager will provide advice and support to the management committee where required.

Castlehill, Cupar, Fife, KY15 4HA
Telephone 01334 655066 E-mail: ferryfieldpg@aol.com
Scottish Charity Number SCO02153

- Further support can be arranged through Early Years Scotland.

Checks Prior to Start Date

- All appointments, who are not British Nationals will have to provide a passport or visa to prove eligibility to work in Scotland.
- Checks will be undertaken with previous employers and / or references.
- All appointments are subject to completing a medical self-declaration form, the results of which may be followed up with the employees General Practitioner.
- All appointments will be subject to a PVG Enhanced Disclosure Scotland check.
- Appropriate appointments will be registered with the Scottish Social Services Council and / or cross-referencing with the Scottish Social Services Council or other professional registers.

Complaints

- If any employee / applicant believes that he / she has been unfairly treated in relation to Ferryfield's recruitment policy or procedures, they can make a complaint which will be dealt with in accordance with the complaints procedures.

Adopted by the Committee

Date

August 2019