

## RECRUITMENT AND INDUCTION POLICY

### Rationale

Forfar ELCC along with Angus Council is committed to safeguarding and promoting the welfare of children in its care. A robust recruitment and induction process is vital to support newly appointed staff, students and volunteers to 'Get It Right'. The induction process should confirm that the staff have the knowledge and understanding to ensure that all children have access to high quality interactions, experiences and environments which promote their learning and development. Staff should be supported to have a clear understanding of their roles and remit and abide by the standards from their professional body.

**This guidance will help providers and staff to take into account the relevant [Health and Social Care Standards](#):**

- 1.1 I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.
- 4.11 I experience high quality care and support based on relevant evidence, guidance and best practice.
- 4.23 I use a service and organisation that are well led and managed.

**This guidance will help providers and staff to take into account the relevant Quality Indicators from How Good is our Early Learning and Childcare:** [https://education.gov.scot/nih/Documents/Frameworks\\_SelfEvaluation/FRWK1\\_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf](https://education.gov.scot/nih/Documents/Frameworks_SelfEvaluation/FRWK1_NIHeditSelf-evaluationHGIELC/HGIOELC020316Revised.pdf)

- 1.1 Self-evaluation for self-improvement
- 1.2 Leadership of learning
- 1.3 Leadership of change
- 1.4 Leadership and management of practitioners

**This policy will be monitored by / through:** SEEMIS information, number and reasons for deferrals, staff, parent and partner centres and professional consultation. Changes in Local Authority and National guidance and directives.

|                                  |             |
|----------------------------------|-------------|
| This policy will be reviewed in: | 12 months   |
| Review Date:                     | August 2024 |
| Reviewed By:                     | Management  |

| AIMS  | OUTCOMES   | IMPLEMENTATION  |
|---|--|---|
| <ul style="list-style-type: none"> <li>• To ensure all children in ELCC settings across Angus are supported by effective staff</li> <li>• To adhere to Angus Council recruitment procedures</li> <li>• To adhere to Angus Council induction procedures.</li> <li>• To enable all newly appointed staff and those changing role, to integrate successfully into the setting</li> <li>• To afford newly appointed staff the opportunity to gain experience and identify priorities for their professional learning</li> </ul> | <ul style="list-style-type: none"> <li>• Staff have the qualifications required to undertake their role and responsibilities</li> <li>• Staff have an understanding of the policies and procedures relevant to the setting</li> <li>• Staff have the confidence and competence to undertake their roles and responsibilities effectively</li> <li>• Staff have the knowledge and understanding to effectively support children's learning and development</li> </ul> | <ul style="list-style-type: none"> <li>• Staff involved in the recruitment process adhere to Angus Council's recruitment procedures</li> <li>• Early Years induction guidance is adhered to</li> <li>• A planned programme of support is put in place to support new staff for the first six months: <a href="#">National Induction Resource link</a></li> <li>• Line managers ensure all staff meet the criteria for registration with their professional body</li> <li>• Employers ensure all staff are registered with SSSC within the appropriate timescale</li> <li>• All settings should have a record of SSSC registration numbers of all staff and renewal dates to ensure registration is kept up to date.</li> <li>• Annual returns should be accurate</li> <li>• Follow guidance in Health and Social Care Standards 2017 (Standards 1.1,4.11, and 4.23 – <a href="#">Health &amp; Social Care Standards</a>)</li> <li>• How Good is Our Early Learning and Childcare Quality Indicators – 1.1, 1.2, 1.3, and 1.4</li> </ul> |