

## Safer recruitment in nurseries

**Recruitment can be a long and tricky process for any business. In the early years sector the process is more difficult, and rightly so.**

As an early years setting, you have a duty to keep the children in your care safe. When taking on a new member of staff, the process needs to be followed precisely to make sure you appoint the right person. Here are some top tips to help you safely recruit the best staff:



### Set your requirements:

- Make sure you have fully assessed what you need and want from your new employee
- Identify the qualifications required, as well as the skills you would like to see
- These criteria should be in your job specification and person specification.

### Share your ethos:

- Every business needs an ethos and all employees should behave in a way that follows that ethos
- If your nursery hasn't devised one, it would be a good idea to do this before starting recruitment. Once defined, you can share your ethos with a potential new recruit
- Potential employees should demonstrate share your values at the interview so that they start the job already bought into what you believe in.

### Application forms

- Ask applicants to fill out an application form, rather than just a CV so all applications are the same format, making them easier to compare
- Your recruitment process will also be consistent, transparent and non-discriminatory.

### Identity (ID) Checks

- Conduct ID checks to ensure the person you think you are recruiting really is the person in front of you
- Previous name checks are particularly important.

### Ask the right questions

- Ask 'value-based questions' at interview to encourage candidates to talk about their attitudes, values and behaviours
- You could ask questions, such as *"Tell me why you want to work with children of this age."*

### Induction process

- Make sure your induction process is as thorough as possible
- Your new employee should feel supported and included so they can begin the role with enthusiasm and confidence, quickly getting to grips with the nursery's ethos, policies and procedures
- A poor induction could lead to mistakes, de-motivation and an employee leaving quickly.

**Find out more:** Contact our training team on 01484 407070 or email [training@ndna.org.uk](mailto:training@ndna.org.uk)