



HOME FROM HOME CRECHE & MONTESSORI  
SCHOOL

*Cawley Childcare Ltd*

*(1/A Home from Home Creche & Preschool, Naíonra Tígín  
N<sup>o</sup> 12 & Kids Campus)*

**Policy & Procedure**

**Recruitment**

**RECRUITMENT – Cawley Childcare Ltd (T/A Home from home Creche, Naíonra Tigín Na Trá & Kids Campus) This policy covers all premises**

<b>Document Title:</b>	<b>Recruitment</b>
<b>Document Author:</b>	<b>RC</b>
<b>Document Approved:</b>	<b>Rachel</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Rachel</b>
<b>Person responsible for approving Policy</b>	<b>Rachel &amp; Danielle</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Hard copy and induction</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email and hard copy available on premises</b>
<b>Date the Document is Effective</b>	<b>Sept 2019</b>
<b>From:</b>	
<b>Scheduled Review Date:</b>	<b>Sept 2020</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

Child Care Act 1991 (Early Years Services) Regulations 2016(Siolta Standard 9: Health and Welfare) (National Standard 1: Information, National Standard 3: Working in Partnership with parents or Guardians, National Standard 4: Records, National Standard 9: Nurture and Well-Being, National Standard 12: Health Care, National Standard 14: Sleep, National Standard 18: Facilities, National Standard 19: Equipment and Materials)

***In the event of recruitment, the following steps must be followed:***

Position advertised – papers, website etc.

Closing date of C.V. submission

Interviews Arranged

Rachel and/or Danielle will carry out interview

Person must attend interview and bring the following:

Certificate in Childcare Qualifications (minimum) Level 6

Any other certificates i.e. First Aid, Aistear, Manual Handling etc

Full job description of available position will be presented to interviewee, so they are aware of the position available and qualifications required of the position.

If interview is successful, Rachel or Danielle will check the following:

Two References from Previous Employers

Verify two questionnaires over the phone with Previous Employers

On offering position, salary and hours will be stated.

If person accepts the job, before commencement the following will be carried out:

Garda Vetting form filled in and sent for Garda clearance

Job description and contract discussed and signed by new member of staff

Holiday days available

Any other questions new employee may have.

For at least the first week, Rachel / Danielle or another member of staff will work with the new employee and answer any questions they may have throughout the day.

New staff member will be introduced to all parents throughout the first week.