Guidance for Policy on Recruitment in Pre-school Services

Contents

1.0   Purpose

The purpose of this document is to provide pre-school services with the regulatory requirements for the policy on Recruitment, as set out by the Child Care Act (1991) Early Years Service Regulations (2016). This document provides the core regulatory requirements for this policy in addition to prompts and considerations that will support registered providers to ensure that their policy and procedures are fully developed and are reflected in the practices in their service.

The information in this document should be applied to the specific policy covering Recruitment, and the accompanying procedures of the pre-school service. This document should be read in conjunction with the A Practical Guide to Developing Policies, Procedures and Statements in Early Years Services and the Quality and Regulatory Framework, Tusla's Regulatory Notices on Garda Vetting, Guidance on vetting requirements in early years services. Tusla's Guidance on Vetting Requirements for Students may also be applicable to this policy if students are placed in the service.

Engaging with the guidance on Garda Vetting in Early Learning and Care from the National Child Safeguarding Programme and Tusla is also recommended as part of the development of this policy.

This document is for reference only. It should not be assumed that the guidance provided is comprehensive or that it provides a definitive answer in every situation.

Further resources are available in Appendix 1.

Regulatory Requirements of this Policy

> **Child Care Act (1991) Early Years Service Regulations (2016), Schedule 5. 1 (q)**
> A recruitment policy, in relation to a pre-school service, means a policy specifying the procedure to be followed by the registered provider when hiring employees and unpaid workers, including the steps to be taken to check and verify references, qualifications and vetting documentation.

2.0   Core policy requirements

> A Policy Statement is recommended for this policy alongside the core requirements as set out further in this document. The policy statement should confirm that the service aims to ensure that through safe and robust recruitment and selection processes of employees and unpaid workers, the service is fulfilling its duty of care to children. The statement should also confirm that (where relevant) members of boards of management are vetted in accordance with regulatory and legislative requirements.

Requirement 1

The policy sets out the procedures and effective systems to be followed when hiring employees and unpaid workers, including details of the probationary period of the post and requirements for students.

Prompts and considerations (not an exhaustive list)

The policy specifies:

(a) The recruitment procedures to be followed, when hiring employees and unpaid workers, including specifying the procedures for each stage in a recruitment process including:
  - Details of the development of job descriptions.
  - Details of the application process – for example the method of application.
  - Description of the interview process, and requirements for the conduct of interviews.
  - Determining qualification requirements for each post.
  - Determining required skills, knowledge, and competencies for each post.

(b) The requirements for probationary periods and related staff appraisals, induction, and mentoring.

(c) The requirements for facilitating student placements (where facilitated).

(d) Any specific requirements related to recruitment to Boards of Management/Directors.

Requirement 2

The policy sets out vetting requirements, describes how vetting documents are validated, and sets out procedures for managing vetting disclosures (to include Garda/police vetting, proof of identity, two references, qualifications, Curriculum Vitae)

Prompts and considerations (not an exhaustive list)

The policy specifies:

(a) The procedures for the vetting of newly hired employees, unpaid workers and students,

(b) How vetting documents are checked to ensure they are valid, including:
- References (two)
- Garda vetting and re-vetting,
- International/overseas Police Clearance information (if required).
- Curriculum Vitae (to include past employment history)
- Qualification certificates
- Identify checks and documentary confirmation of same.

(c) How the service will respond to an anomaly, a concern or a positive disclosure as a result of vetting and specifies the risk assessment processes to be followed in this eventuality.

(d) That vetting documents are available in English/Irish and where translation is required, it is undertaken by a certified translator. *Translation is not required for qualification certificates which should be in their original language so they can be checked against the DCDE's list of recognised qualifications.*

The policy sets out how the records relating to the recruitment process for each individual will be stored, and for how long these records will be retained.

Prompts and considerations (not an exhaustive list)

The policy specifies:

(a) The details for the retention of records related to the recruitment process, including:
- documents to be kept on file such as Curriculum Vitae, applications forms, cover letters,
- records and notes of interviews,
- documentation related to unsuccessful candidates in line with the General Data Protection Regulation (GDPR).

(b) The procedures for the creation and maintenance of GDPR compliant personnel records and files for all employees, unpaid workers, contractors and students, to include copies (where appropriate) or originals of:
- References (two)
- Garda vetting and re-vetting,
- International/overseas Police Clearance (if required),
- Curriculum Vitae,
- Qualification certificates,
- Identify checks and documentary confirmation of same.

(c) With whom recruitment documentation may be shared (e.g. an authorised person under the Regulations) and the time periods for retention of all records (see also Regulation 16 (2)), including those of ex- employees and unpaid workers in line with employment legislation and the GDPR.

3.0 Best Practice in developing and implementing a Recruitment Policy

In addition to the regulatory requirements for this policy as set out in this document, service providers can enhance the quality of practice in the implementation of the Recruitment Policy in the service. In this section, best practice in this policy area is outlined and further information is signposted where available.

- Implementation of this policy should reflect Síolta Standards in particular Standard 15 Legislation and Regulation.

- Having safe and robust recruitment procedures contributes to safeguarding and the promotion of the welfare of children.

- It is the responsibility of the registered provider to ensure that all recruitment is in line with employment and equality legislation.

- The provider should ensure that recruitment and selection processes are informed by evidence-based human resource practices.

- Recruitment processes should be fair, equitable and non-discriminatory.

- Values based recruitment can help to attract and recruit workers whose values
- and behaviours align with the ethos in your setting.
- Interviews can involve practical elements, in addition to more formal elements.
- Children could be involved in setting interview questions.

4.0 Appendix

4.1 Supporting Information

- Aistear Siolta: Practice Guide
- Early Childhood Ireland: Pathways to Better Prospects
- Early Childhood Ireland: Human Resources.
- OECD: Good practice for good jobs in ELC
- NSPCC: Safer recruitment,
- Social Care Wales: A guide to recruiting well for early years and childcare: The journey from recruitment to the end of induction.

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