**Portlethen Primary School Nursery**

**Recruitment, Induction & Staff Development Policy**

**Policy Statement**

Portlethen Primary School Nursery is committed to providing the best possible care and learning to all children and safeguarding and promoting the welfare of children and young people. Portlethen Primary School Nursery is also committed to providing a happy and supportive working environment to all its members of staff.

**Recruitment & selection procedure**

All recruitment procedures are carried out in accordance with Aberdeenshire Council policies and guidelines. Any vacant positions will be advertised in the local press and on [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk). All recruitment selection will be carried out by the manager of the nursery alongside a representative from the Human Resources department within Aberdeenshire Council.

All Early Years Practitioners and Early Years Lead Practitioners must be registered with the Scottish Social Services Council (SSSC). This regulatory body is able to provide employers seeking information about applicants on:

* Information about the qualifications held by the applicant
* Whether the applicant’s registration is subject to any conditions
* Whether the applicant is currently the subject of investigation by the SSSC or in the midst of conduct procedures.

All applicants who are registered with the SSSC will be asked to confirm their registration by showing their certificate of registration to a member of the Senior Leadership team of the school.

**References**

As part of the recruitment process, references will be obtained for the applicant and no appointment will commence until satisfactory references have been supplied.

**Criminal records check**

For all childcare positions, the nursery requests a PVG. A PVG will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

It will also reveal whether an applicant is barred from working with children or vulnerable adults or those considered unsuitable to work with children or vulnerable adults. A PVG may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

**Induction Process**

An induction procedure is followed whereby:

* The new member of staff will be given an introduction to the setting from the Early Years Lead Practitioner
* A copy of job description.
* A copy of nursery aims
* A copy of SSSC codes of practice
* A discussion on Child Protection / First Aid
* A discussion on fire / safety procedures.
* Go through risk assessments

**Staff Development and Training**

The nursery highly values its staff. It is in the interests of the nursery, the children, families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the quality and delivery of high quality care and education for young children in early years. It underpins all aspects of curriculum delivery and positive interactions. At Portlethen Primary School Nursery our staff are qualified to Level 2 and 3 or equivalent in childcare and education. We strongly promote constant professional development and all staff have individual training records and continued professional development plans to enhance their skills and expertise.

External training and support is sought as appropriate to the needs of the nursery and the children attending and to renew/update staff qualifications.

**To facilitate the development of staff we:**

1.Lead and role model with staff, and offer encouragement and support to achieve a high level of morale and motivation

2.Promote teamwork through ongoing communication, involvement to enhance nursery practice

3.Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff

4.Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and curriculum planning

5.Encourage staff to further their experience and knowledge by attending relevant external training courses

6.Encourage staff to pass on their knowledge to those who are less experienced and disseminate knowledge from external training to small groups of staff within the nursery

7.Carry out ongoing supervision with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs

8.Develop a continued professional development plan addressing both qualifications and continuous professional development needs of the setting and of individual staff

9.Promote a positive learning culture within the setting

10.Delegate responsibilities according to an individual’s expertise

11.Carry out training needs analysis for all individual staff, the team as a whole, and for the nursery

12.Provide inductions to welcome all new staff and assign a senior member of staff to support new staff

13.Offer ongoing support and guidance