



## Recruitment Policy

### STATEMENT

Seed to tree childcare is an Equal Opportunities Employer and is committed to recruiting the best person for the post. We will ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief.

### Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Employment Equality Acts 1998 - 2015, Freedom of Information Act and Data Protection Act and the Miscellaneous Provisions Act 2018.

Consider the following when drafting your Recruitment Policy:

- This policy should outline your selection and interview process, including how you advertise the role, select candidates and inform those successful and unsuccessful.
- You should outline how successful candidate's identity, qualifications and references are verified, and by what means – you should receive all of this information before a candidate's commencement date.
- This policy should outline when contracts are issued and how the terms and conditions and 5 core terms are communicated to successful candidates.
- The policy should include information on how Garda Vetting is conducted, or Police vetting. Details should also be included on who will be vetted, and how Directors/Board of Management are vetted.
- The sections of this policy should be updated to reflect the actual practice in your service.

### Procedure

At seed to tree child care we are committed to the below procedure when hiring new employees and unpaid workers:

#### Review job description and person specification

- A job description will be drawn up and will explain the role that is being advertised including the main duties. Included will be the person specification that will describe the person Seed to tree childcare wants to fill the job, including the required qualifications and characteristics. Seed to tree childcare ensure that all candidates have a copy of the job description and person specification in advance of the interview.

#### How positions are advertised (internally/externally)

Where will positions be advertised? Are all positions advertised externally or will they be advertised internally for a certain period of time? How will staff on leave be informed of any vacancies arising?

#### Application process

- We request that applicants send in an up to date and comprehensive CV when applying for a job in seed to tree childcare We sometimes request that candidates send in an application form, this will be included in our job advertisement.



### **How we Shortlist**

- A scoring sheet will be developed based on the criteria set out in the job description and the person specification.
- A short-listing panel consisting of the owner/manager/committee members/external interviewer will select the candidates for interview using these criteria.

### **Interview Process**

- A suitable interview panel will be assembled which will be made up of more than one person and will aim to get an equitable balance of gender.
- Prior to undertaking interviews, we will prepare a list of questions to assess all candidates based on the competencies, skills and experience set out in the job description and person specification.
- Seed to tree childcare maintains a scoring sheet which outlines the criteria required for the role and how each candidate scored under each question. Detailed notes from each interview will be maintained to show how marks were allocated.
- During the interview we will confirm if candidates are happy for Seed to tree childcare to contact the two references named in their application.
- Records of the shortlisting and the interview process will be maintained for 12 months or in line with Seed to tree child care Data Retention Policy.
- Any candidate who wishes to have feedback on their interview is entitled to this feedback in a timely fashion.
  
- Any candidate who feels that they may have been discriminated against can make a written complaint to the Manager/Management of seed to tree childcare in line with the Complaints Policy. Selection
- The selection will be made (depending on the nature and responsibility of the post) on the basis of: training/qualifications; experience; suitability to role; communication skills; ability to work with children of different age groups; ability to work as part of a team.
- All staff working directly with children will be required to hold a minimum of Level 5 qualification or equivalent in Early Childhood Care and Education.

### **Terms and Conditions**

- Every person hired is to be furnished with their contract outlining the terms and conditions of the role. Seed to tree childcare commits to presenting every newly hired staff member with their 5 Core Terms of Employment within five days of commencement and their full terms and conditions thereafter.

### **Vetting requirements:**

#### Garda/Police vetting:

- Vetting procedures are carried out by seed to tree childcare prior to any person being appointed or assigned or being allowed access to a child in seed to tree childcare



- Prospective employees/unpaid workers will undergo Garda Vetting. Staff are required to complete the e-vetting process as directed by seed to tree childcare.
- Once a disclosure from the National Vetting Bureau has been made it will be treated in complete confidentiality by seed to tree child care. All disclosures will be discussed with the applicant and suitability for the role will be assessed pending this. See information below on garda vetting disclosures.
- Each employee will be re-vetted every 3 years.
- All prospective staff who have resided outside of Ireland for more than 6 months, must provide seed to tree child care with police vetting from this country. Police vetting must have a certified translation if not in English.
- Staff will not be permitted to work in seed to tree childcare until a garda vetting disclosure and police vetting (if required) is obtained.

#### References:

- Two references are required for any prospective staff member. One must be the most recent employer. Family members are not acceptable to give references.
- All references will be checked and validated before the commencement date of new employees or unpaid workers.
- References should be written on headed paper and be from past employers, where appropriate.
- All references will be called and validated. The validation will be held on file with the reference.

Management of seed to tree childcare a duty of care to all children who attend our service. If following reference checks and vetting we do not feel a candidate is suitable for employment/work placement with in our service, we will retract our offer.

#### **Qualifications**

Seed to tree childcare will ensure that before commencement all staff working directly with children hold a Level 5 qualification or equivalent in Early Childhood Care and Education. Qualification certificates will be checked against the List of Recognised Qualifications maintained by the Department of Children and Youth Affairs.

- A copy of each staff member's qualification is held on file in the service.

#### **Identification verification:**

- All prospective employees/unpaid workers must provide a copy of their up to date driving licence or passport. A copy of the ID will be held on file. The person's identity will be verified against the ID.

#### **Unsuccessful candidates:**

- Seed to tree childcare will endeavour to contact unsuccessful candidates as soon as practicable.
- Keep and secure recruitment records for a period of one year.
- All candidates have a right to information about their recruitment process and can request this in writing. All information will be held in line with GDPR legislation.

#### **Probation Period**

- All staff will be required to complete a probation period (3, 6 or 11 months max, as required).
- Information on the probation period will be include in the staff members contract.



- During the probation period, management will assess the employee's suitability for the role.
- Regular probation review meetings will be held during the probation period. Areas that need improvement will be outlined to the employee and training will be provided as necessary.

### **Records**

- Records will be kept in line with Seed to tree child care Data Retention Policy.
- Interview records will be held for a period of 1 year.
- Reference records will be held for 5 years or for the period of time the individual works in the service – whichever is longer.
- Garda vetting records will be held for 5 years or for the period of time the individual works in the service – whichever is longer

### **Board of Management and Directors**

- All directors/Board of Management are selected based on experience, expertise and skills base.
- Seed to tree child care validates 2 references for our Board members/Directors in line with the Reference Check procedure above.
- Garda/Police vetting will be conducted for all members of the Board/Directors, following the Garda/Police vetting procedure above.

### **Students**

- From time to time seed to tree child care accept students into the service on work placement or work experience.
- Students will undergo the same selection and interview procedure outlined in this policy.
- Students will also undergo Garda/Vetting, reference checks and identity verification like above, and contact will be made with their training provider to confirm their course of study.
- If a student does not hold the minimum qualification requirements, they will not be permitted to have unsupervised access to children in the service but may observe the roles and duties of qualified staff.

### **Garda Vetting Disclosure policy:**

#### Dealing with a negative disclosure:

After the appropriate recruitment and interview process has taken place and the organisation has submitted the Garda vetting application, if there is a negative disclosure returned by the National Vetting Bureau the following policy should apply.

#### Appoint a Decision Maker/ Decision Making Committee:

A decision maker/ decision making committee can be a senior member of staff or members of the interview panel.

- The Decision Maker/Decision Making Committee will assess the suitability of applicants for positions within the Organisation regarding any Garda vetting disclosures that may be received in respect of them.
- Include some details of your decision-making process. Are there any categories of convictions that would automatically disqualify an applicant from filling a position in the organisation? If so, list them.



- If a disclosure does not automatically disqualify the applicant but raises doubts or concerns about the staff member's suitability, it will be considered by the decision maker/makers. The decision on accepting or rejecting an applicant following a negative disclosure will be made by the decision maker/makers taking account of the nature of the disclosure, the circumstances surrounding it (to the extent that they may be known) and an assessment of the risk factors. The details of the disclosure will be verified with the applicant, who may be requested to provide further details relating to the incident(s) pertaining. Where an applicant disputes the accuracy of any detail contained in their Garda vetting disclosure, please contact the liaison person in Early Childhood Ireland.

Areas for Consideration after a negative disclosure:

- The disclosure needs to be assessed in relation to the applicant's intended role within the organisation/setting. The following points will be considered:
- The seriousness or nature of any offence and its relevance to be an employee or volunteer.
- The length of time since the offence occurred.
- The number and frequency of any convictions.
- Any relevant information offered by the applicant about the circumstances, for example influence of domestic or financial difficulties.
- The self-disclosure of the conviction/prosecution or pending conviction or prosecution by the applicant.
- Whether the offence was a one-off or part of a history of offending.
- Whether the applicant's circumstances have changed since the offence took place.
- Serious road traffic offences such as drunk driving, dangerous driving, hit and run, no insurance and car theft.
- The degree of remorse, and motivation for change, expressed by the individual, if this information is provided
- The references received.
- Any other relevant information

Some points the decision makers may also take into account include:

- Does the role involve one-to-one contact with children in an unsupervised position?
- Will the nature of the role provide the applicant with any opportunity to re-offend?

The answers to these questions, and information collected from the references, will allow the decision maker to recommend whether the disclosed information permits the appointment, and if so the appointment can be made with or without restrictions.

Assessing Disclosures

The decision maker/makers will assess the information provided by the disclosure process and will make a recommendation on whether or not the applicant should be appointed. If disclosures have been received, the decision maker will request in writing that the applicant furnish further information on these disclosures or attend a meeting to discuss these disclosures and the circumstances surrounding them.

The function of this meeting is to gain more information from the applicant for the decision maker in order to assess the disclosures. Where such a meeting or written statement is not provided, the decision maker will assess the application on the information available to them. The decision maker will have three options open to them:



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Web: <https://seedtotreechildcare.ie/>  
Phone: 089 274 8118

**Appointment Approved:** If after reviewing all the available information the decision maker is confident that the applicant is able to work within the organisation/setting, then the remainder of the recruitment process should be followed in the usual way and the appointment confirmed.

**Restricted Appointment:** After reviewing all the available information, the decision maker may feel that the applicant is suitable to work with the organisation but should avoid any areas where there may be an opportunity to re-offend. For example, a person with a recent conviction involving drink driving could be issued with a restricted appointment excluding them from driving children on trips or school collections. If an application for the applicant position is accepted subject to any restrictions, the acceptance and terms of the restrictions should be confirmed in writing to the employee.

**Appointment Denied:** If after reviewing all the available information, the decision maker/ makers may feel that the application should be denied, the applicant should be informed of this in writing. Throughout the procedure it is important that the applicant is kept informed and that the information provided is kept confidential to those directly involved in the process. The applicant will then be notified in writing on the final decision made by the decision maker.

**Commitment to Fairness:** All decision makers must in all cases behave without malice, and in every event must act fairly. They are entitled to reach a decision on the basis of the information before them but may ask the prospective employee for additional information.

**Last Review Date of this policy:** 11-june-2024

**Signed:** Pooja Patidar

**Date:** 11-june-2024

**Name:** Pooja Patidar

Person responsible for approving the Policy.