

Making an appointment

Take time to consider your company's appointment procedures – these should be followed when you offer any job.

If you don't already have procedures in place, start to develop them with your management team, ensuring that all members of staff actively involved in recruiting staff understand and follow the procedure fully.

Here's an idea of the procedures to follow:

When a suitable candidate has been identified, the manager of the setting should send out a written letter of confirmation. This should confirm:

- Job title
- Hours of work
- Rate of pay
- Expected start date

The letter should also give clear next steps such as how and when the candidate should accept the offer.

Once you've received acceptance of the job offer, you should issue the official documentation such as a job contract.

Sample documentation is:

- Two copies of contract of employment (both should be signed: one should be retained by the manager and the other by the employee)
- Details of probation period procedures (if applicable)
- Details of holiday entitlements
- Medical questionnaire
- Equal Opportunities Policy and Equal Opportunities monitoring form
- Personal and emergency contact details
- Bank details

Temporary/short term appointments

Where it is necessary to appoint on a temporary or short term basis, the successful applicant should be made aware of length of contract and given a specific expected termination date.

Entitlement to holiday pay should still be accrued on the same basis as permanent staff. If the temporary employee is subsequently offered a permanent contract, ensure that you are completely satisfied that the appointment was made in accordance of your setting's recruitment policy and also ensure that references and DBS checks are up to date.

Note: It would be seen as good practice to count the temporary period of employment as continual service.

Also see [GOV.UK information about temporary / fixed-term contracts](#).

Unsuccessful applicants

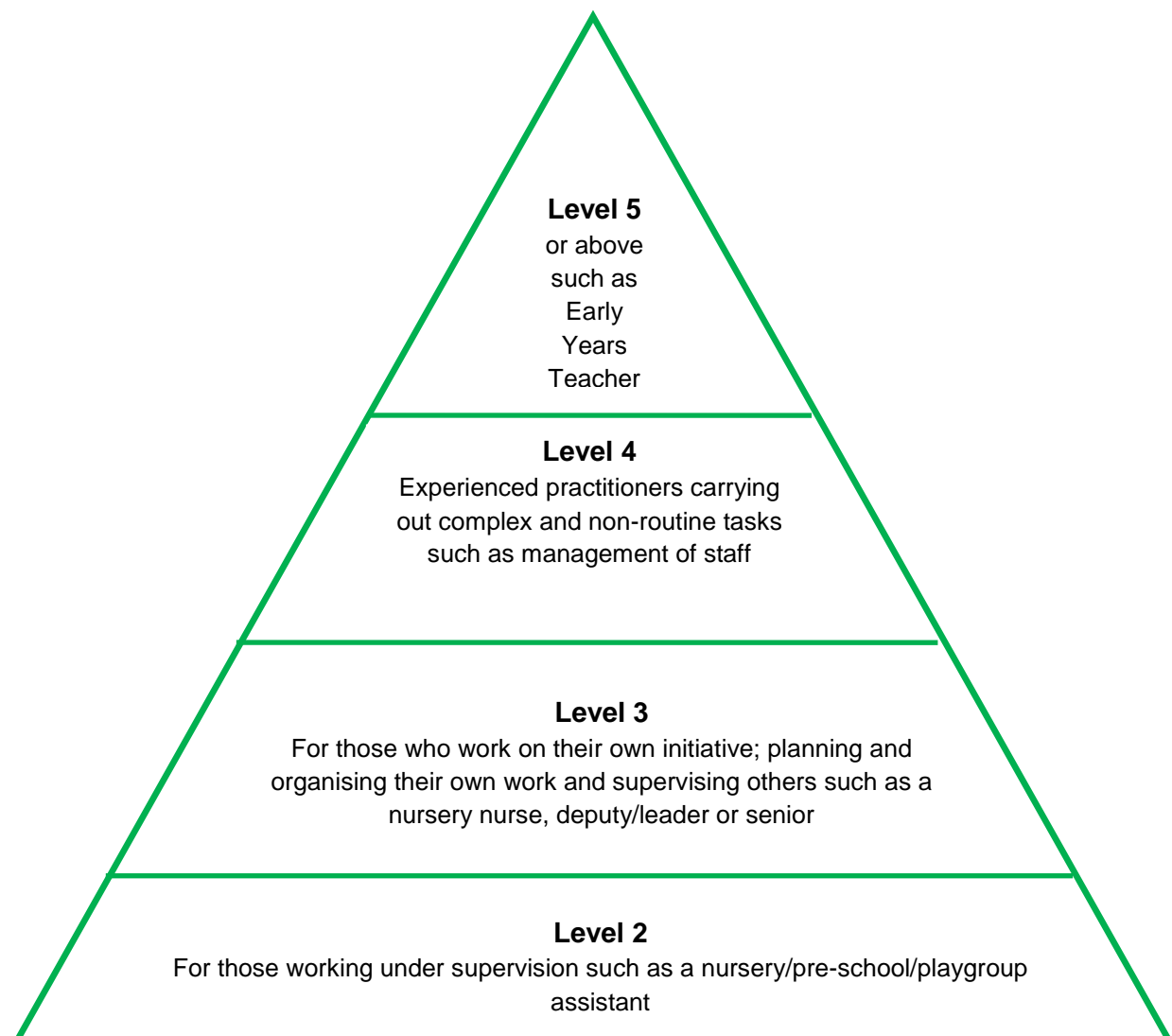
All unsuccessful applicants should be notified promptly and politely in writing, with the outcome of their application. It is good practice to offer feedback following an interview.

Where an internal candidate has been unsuccessful, the applicant should be notified of the outcome of their interview. A feedback interview should be arranged, with the individual, their supervisor and the setting manager. It may be appropriate at this time, to look at further staff development.

An interview assessment log should be completed for all interviews held, as a record of why a particular candidate was rejected. It would be advisable to retain this document for six months after interview period

Qualifications and skills

Adults looking after children must have appropriate qualifications, training, skills and knowledge.



Specific legal requirements

In line with Statutory Framework for Early Years Foundation Stage (3rd April 2017) and specifically Section 3: Safeguarding and Welfare Requirements; Group settings should ensure that the leader or manager should hold at least a full and relevant level 3 qualification; and at least half of all other staff should hold at least a full and relevant level 2 qualification. The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience. The provider must ensure there is a named deputy in place, and is capable and qualified to take charge in the manager's absence.

Childminders and the registered person of a setting must be able to demonstrate:-

- Their knowledge and understanding of the seven areas of learning and development
- How they will plan and deliver the educational programmes across these areas
- How they will assess children's starting points and the progress they make and that they know and understand the requirement for a progress check at age two
- How they will help children make progress towards the early learning goals
- How they will help children become effective learners who are ready for school

Within an Ofsted registered provision at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the [EYFS STATUTORY FRAMEWORK 2017](#). Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate. PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies.

For more information see [EYFS STATUTORY FRAMEWORK 2017](#)

For more information on recent Government changes to Early Learning and Childcare visit the [Department of Education to Early Learning and Childcare website](#).

Where it is deemed necessary for a suitable person to hold a particular level or type of qualification, original certificates should be provided at interview and copies taken.

In the case of an unqualified applicant being offered a position, you should be willing and able to pursue a formally recognised qualification and attend continual personal development courses and training to be agreed with their supervisor.

Further information regarding Local Authority approved Paediatric First Aid

Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure

that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Practitioners have a duty for the safeguarding and welfare of the children in their care and it is vital that they are able to competently deal with any first aid requirements that may occur to ensure the safety of children.

Settings are also advised to consider their duty to provide first aid for employees which includes childminder assistants and practitioners. The [Health and Safety Executive](#) can provide more information about this. Other guidance which may be useful is the [Department for Education](#) guidance on first aid for schools, the [Child Accident Prevention Trust \(CAPT\)](#) and the [British Red Cross](#).