
Overview

This standard identifies the requirements when promoting the recruitment of staff in childcare settings. It involves taking a fair and objective approach to recruitment and selection to ensure that individuals with the required skills, knowledge and understanding and who are likely to perform effectively are appointed. The standard also involves taking action to support the retention of staff.

Whilst you would be expected to draw on the expertise of personnel specialists, you are not expected to be a personnel specialist yourself.

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Performance criteria

Recruit staff

You must be able to:

- P1 review, on a regular basis, the work required in your area of responsibility
- P2 identify any shortfall in the number of current staff
- P3 identify any gaps in the current skills, knowledge, understanding and experience of staff
- P4 identify the options for addressing any identified shortfalls and decide on the best option to follow
- P5 review the options for addressing any identified shortfalls
- P6 implement the best option to take when shortfalls have been identified
- P7 consult with **others** to review job descriptions and person specifications where there is a clear need to recruit
- P8 ensure that any information on vacancies is fair, clear and accurate before it goes to potential applicants
- P9 make use of specialist expertise in relation to recruiting staff
- P10 participate in the recruitment and selection process in line with legal and organisational requirements

Select staff

You must be able to:

- P11 consult with others to agree stages in the selection process for identified vacancies
- P12 consult with others to agree stages in the selection process for the methods that will be used
- P13 consult with others to agree stages in the selection process for who is going to be involved
- P14 make sure that any applicant who is offered a position is likely to be able to work with existing staff
- P15 meet the need to meet any regulatory requirements in relation to the required number of qualified staff
- P16 ensure that thorough selection procedures have been completed, including checking criminal records and any relevant registers
- P17 check that the individual is legally entitled to work in the UK
- P18 check that the individual can meet the relevant registration requirements
- P19 acquire reliable references of the proposed new member of staff
- P20 provide clear and accurate information about selection decisions to relevant individuals and organisations
- P21 keep accurate records and reports of the selection process
- P22 monitor selection processes in relation to any recent appointments

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P23 review selection processes in relation to any recent appointments

Support the retention of staff

You must be able to:

P24 ensure all staff who are recruited are provided with a written job description and person specification that outlines their role, responsibilities and accountabilities

P25 ensure all staff who are recruited are given information and understand their responsibilities and accountability; and relevant legislative and organisational requirements they must follow in their work

P26 ensure all staff who are recruited receive regular supervision

P27 ensure all staff who are recruited have a personal development plan and a record of training

P28 ensure that all permanent appointments are subject to the satisfactory completion of a period of probation

P29 ensure that workers have the opportunity to meet regularly to discuss practice and management issues

P30 maintain accurate and up-to-date records about workers' recruitment, retention and disciplinary issues in accordance with legal and organisational requirements

P31 identify ways of addressing staff turnover by communicating your suggestions to the relevant individual

P32 assess whether the recruitment and selection process has been successful in relation to recent appointments in your area

P33 identify any areas for improvements in the recruitment and selection process in your area

P34 talk with colleagues who are leaving your area of responsibility to identify their reasons for leaving

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Knowledge and understanding

You need to know and understand:

Rights

- K1 legal and work setting requirements on equality, diversity, discrimination and rights
- K2 your role in promoting children and young people's rights, choices, wellbeing and active participation
- K3 your duty to report any acts or omissions that could infringe the rights of children and young people
- K4 how to deal with and challenge discrimination
- K5 the rights that key people, children and young people have to make complaints and be supported to do so

Your practice

You need to know and understand:

- K6 legislation, codes of practice, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
- K7 how your own background, experiences and beliefs may have an impact on your practice
- K8 your own roles, responsibilities and accountabilities with their limits and boundaries
- K9 the roles, responsibilities and accountabilities of others with whom you work
- K10 how to access and work to procedures and agreed ways of working
- K11 the meaning of person centred/child centred working and the importance of knowing and respecting all children and young people as an individual
- K12 the prime importance of the interests and well-being of children and young people
- K13 children and young people's cultural and language context
- K14 how to build trust and rapport in a relationship
- K15 how your power and influence as a worker can impact on relationships
- K16 how to work in ways that promote active participation and maintain children and young people's dignity, respect, personal beliefs and preferences
- K17 how to work in partnership with children, young people, key people and others
- K18 how to manage ethical conflicts and dilemmas in your work
- K19 how to challenge poor practice
- K20 how and when to seek support in situations beyond your experience

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and expertise

Theory for practice

You need to know and understand:

- K21 the nature and impact of **factors that may affect the health, wellbeing and development** of children and young people you care for or support
- K22 factors that promote positive health and wellbeing of children and young people
- K23 theories underpinning our understanding of child development and learning, and factors that affect it
- K24 theories about attachment and impact on children and young people

Communication

You need to know and understand:

- K25 the importance of effective communication in the work setting
- K26 factors that can have a positive or negative effect on communication and language skills and their development in children and young people
- K27 methods and techniques to promote communication skills which enable children and young people to express their needs, views and preferences

Personal and professional development

You need to know and understand:

- K28 principles of reflective practice and why it is important

Health and Safety

You need to know and understand:

- K29 your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
- K30 practices for the prevention and control of infection

Safeguarding

You need to know and understand:

- K31 the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
- K32 indicators of potential or actual harm or abuse
- K33 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K34 what to do if you have reported concerns but no action is taken to address them

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You need to know and understand:

Handling information

- K35 legal requirements, policies and procedures for the security and confidentiality of information
- K36 legal and work setting requirements for recording information and producing reports including the use of electronic communication
- K37 principles of confidentiality and when to pass on otherwise confidential information

You need to know and understand:

Specific to this NOS

- K38 why it is important to identify and understand why colleagues are leaving and how to do so constructively and sensitively
- K39 the types of reasons colleagues might give for leaving
- K40 how to measure staff turnover
- K41 the causes and effects of high and low staff turnover
- K42 measures which can be undertaken to address staff turnover problems
- K43 how to review the workload in your area in order to identify shortfalls in the number of colleagues and/or the pool of skills, knowledge, understanding and experience
- K44 different options for addressing identified shortfalls and their associated advantages and disadvantages
- K45 what job descriptions and person specifications should cover and why it is important to consult with others in producing or updating them
- K46 different stages in the recruitment and selection process and why it is important to consult with others on the stages, recruitment and selection methods to be used, associated timings and who is going to be involved
- K47 different recruitment and selection methods and their associated advantages and disadvantages
- K48 why it is important to give fair, clear and accurate information on vacancies to potential applicants
- K49 how to judge whether applicants meet the stated requirements of the vacancy
- K50 sources of specialist expertise in relation to recruitment, selection and retention
- K51 how to take account of equality and diversity issues, including legislation and any relevant codes of practice, when recruiting and selecting people and keeping colleagues
- K52 how to review the effectiveness of recruitment and selection in your area
- K53 turnover rates within similar organisation in the industry/sector
- K54 recruitment, selection and retention issues and specific initiatives

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- and arrangements within the industry/sector
- K55 working culture and practices of the industry/sector
- K56 current people resources available to your area, including skills, knowledge, understanding and experience of colleagues
- K57 work requirements in your area
- K58 agreed operational plans and changes in your area
- K59 the staff turnover rate in your area
- K60 job descriptions and person specifications for confirmed vacancies
- K61 local employment market conditions
- K62 the organisation's structure, values and culture
- K63 employment policies and practices within the organisation, including recruitment, selection, induction, development, promotion, retention, redundancy, dismissal, pay and other terms and conditions
- K64 sources of specialist expertise in relation to recruitment, selection and retention used by your organisation

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Additional Information

Scope/range related to performance criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

Note: Where a child or young person finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates to represent the views and best interests of the child or young person.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

Others are your colleagues and other professionals whose work contributes to the child or young person's well-being and who enable you to carry out your role

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Scope/range relating to knowledge and understanding

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

All knowledge statements must be applied in the context of this standard.

Factors that may affect the health, wellbeing and development may include adverse circumstances or trauma before or during birth; autistic spectrum conditions; discrimination; domestic violence; family circumstances; foetal alcohol syndrome; harm or abuse; injury; learning disability; medical conditions (chronic or acute); mental health; physical disability; physical ill health; poverty; profound or complex needs; sensory needs; social deprivation; substance misuse

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

To be treated as an individual

To be treated equally and not be discriminated against

To be respected

To have privacy

To be treated in a dignified way

To be protected from danger and harm

To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them

To communicate using their preferred methods of communication and language

To access information about themselves

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