

Polasaithe Naíonra Céimeanna Beaga

Polasaí 41: Polasaí Earcaíochta agus
Roghnaíthe / Recruitment and Selection Policy



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1. Polasaí Earcaíochta agus Roghnaithe

Chun cinntiú go leanann an tseirbhís dea-chleachtas maidir le hearcaíocht agus roghnú fostaithe. Baineann an polasaí seo le gach earcaíocht sa tseirbhís seo.

Polasaí agus Nós Imeachta:

Is é polasaí na seirbhíse seo ná an t-iarrthóir is fearr a earcú agus a roghnú don fholúntas inár tseirbhís cúram leanaí. Is iad ár bhfostaithe ceann de na príomhacmhainní atá againn chun ár n-aidhmeanna agus ár gcuspóirí chun cinntiú go mbainfí amach cúram ardcháilíochta inár tseirbhís. Is é an rud is mó atáimid ag díriú air ná cinntiú go roghnófar an t-iarrthóir ceart, duine a bheidh grá aige/aici do na páistí faoinár gcúram agus a chabhróidh le gach páiste chun barr a gcumais a bhaint amach.

An tAcht um Chúram Leanaí, 1991 (Seirbhísí Luathóige) *Rialacháin 2016 Caighdeán Náisiúnta 5: Eagraíocht agus Bainistíocht, Caighdeán Náisiúnta 11: Cosaint Leanaí.*

Sa pholasaí seo, leagtar amach conas a chuireann an tseirbhís an próiseas earcaíochta i bhfeidhm ar bhealach a chinntíonn go roghnaítear an t-iarrthóir is fear do gach folúntas, le tagairt ar leith d'oiriúnacht an iarrthóra le bheith ag obair le páistí óga.

Is é ár bpolasaí ná:

- Déileáil le gach iarratas le cúirtéis agus le héifeachtúlacht
- Iarrthóirí a roghnú ar bhonn a gcáilíochtaí agus/nó a dtaithe don fholúntas ábhartha.
- Éisteacht chothrom agus chuimsitheach a thabhairt do gach duine a théann faoi agallamh

Ní dhéanfaidh an eagraíocht:

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- leatrom ar dhaoine mar gheall ar ghnéas, ar stádas sibhialta, ar stádas teaghlaigh, ar mhíchumas, ar chlaonadh gnéis, ar aois, ar chreideamh, ar rás, ar bhallraíocht den Lucht Taistil; ar bhallraíocht/ghníomhaíocht i gceardchumann
- leatrom ar dhaoine le taifead coiriúil; nó aon ráitis bhréagacha a dhéanamh i litríocht earcaíochta d'fhógraí poist.

Cur Síos ar Phoist agus Sainchuntais Pharsanta:

Úsáidfidimid sonraíochtaí agus sainchuntais phoist nuashonraithe i gcomhair gach poist. Tá tuilleadh faisnéise ar fáil ón mBainistíocht.

Fógraíocht:

Braitheann na bealaí a úsáidtear chun poist a fhógairt ar an bhfolúntas agus ar an mbuiséad atá ar fáil.

- Ní dhéanfaidh fógraí agus an próiseas earcaíochta leatrom ar dhaoine de bharr aon cheann de na naoi bhforas ar a bhfuil cosc ar idirdhealú de réir na hAchtanna um Chomhionannas Fostaíochta, 1998 go 2008. Is iad seo Inscne, Stádas Sibhialta, Stádas Teaghlaigh, Gnéaschlaonadh, Creideamh Reiligiúnach, Aois, Míchumas, Cine, Dath, Náisiúntacht, nó Bunadh Eitneach Náisiúnta, Ballraíocht den Lucht Siúil
- Tá sé riachtanach go bhfuil aon fhógra a dhéantar neamhchlaonta agus oibiachtúil.
- Cuirfear gach ball foirne ar shaoire chosanta (mar shaoire mháithreachais nó mar shaoire atharthachta) ar an eolas maidir le gach aon fholúntas.
- Déanfar fógraíocht ar gach folúntas, go himheánach agus go seachtrach, de réir mar is iomchuí.
- Déanfar gach folúntas a fhógairt trí nuachtáin an Chláir agus ollscoileanna áitiúla (O.L. agus C.O.C.) ar a laghad.
- Iarrfar ar iarrthóirí CV a chur isteach.
- Tabharfar freagra go gach iarrthóir poist gan moill iomarcach.

Agallamh:

Is é an aidhm atá againn ná a oiread eolais iomchuí agus is féidir a tharraingt amach ó gach iarrthóir chun gur féidir linn measúnú beacht a dhéanamh maidir lena n-oiriúnacht don phost.

Ní ghlaofar gach iarrthóir chun agallaimh. Is é is aidhm don tseirbhís seo ná próiseas agallaimh saor ó leatrom a áirithiú. Nuair is féidir, cuirfear painéal agallaimh ina bhfuil cothromaíocht inscne ar fáil, ach seans nach mbeidh sé seo indéanta i gcónaí. Tá roghnú na ndaoine a bheidh ar an bpainéal agallaimh faoi rogha an Bhainistíochta. Cuirfear na ceisteanna céanna ar gach ball foirne agus bainfidh siad go díreach lena gcumas chun an post a dhéanamh.

Tabharfar marcanna d'iarrthóirí de réir fhoirm roghnúcháin agallaimh atá deartha chun inniúlachtaí agus scileanna an iarrthóra chun an obair a dhéanamh a dhearbhu. Úsáidtear chomh maith an sainchuntas poist agus an critéar riachtanach agus inmhianaithe don mheasúnú roghnúcháin. Leanfar nósanna imeachta cothroma agus cearta.

Tar éis gach agallaimh, déanfar measúnú ar gach iarrthóir le taobh an chritéir a leagadh amach sa sainchuntas poist, sonraíocht phearsanta, agus a gcaílíochtaí féin. Síníonn na hagallóirí an bhileog agallaimh ina dhiaidh sin.

Coimeádfaidh an lucht bainistíochta taifid de na hiarratais, na critéir scagtha agus na nótaí agallaimh ar fad ar feadh tréimhse 12 mhí ar a laghad, sular féidir fáil réidh leo. Tabharfar aiseolas do na hiarrthóirí inmheánacha nach éiríonn leo chun tacú leo lena bhforbairt amach anseo.

Roghnú agus Seiceáil Tagairtí:

- Deimhneoidh an tseirbhís aon cháipéisíocht riachtanach a bhaineann le víosaí agus le ceadanna oibre, i gcásanna inarb infheidhme,.
- Ceanglófar ar na hiarrthóirí síniú agus dearbhú gur fíor an t-eolas a chuir siad ar fáil.
- Ceanglófar ar iarrthóirí sonraithe de bheirt iarrhostóirí a chur ar fáil i gcomhair seiceáil teistiméireachtaí, más indéanta. Muna féidir le fostaí teistiméireacht a fháil ó iarrhostóir is leor teistiméireacht ó fhoinsé chreidiúnach. Seiceálfar teistiméireachtaí iarrthóirí rathúla roimh thairiscint fostaíochta a dhéanamh. Seiceálfar teistiméireachtaí ar an nguthán agus i scríbhinn chun aitheantas an iarrthóra a dhearbhu agus a dheimhniú agus chun seiceáil a dhéanamh ar a gcúlra fostaíochta, a gcáilíochtaí, a gcuid taithí agus a n-oiriúnacht don ról. Ba cheart go mbeadh na teistiméireachtaí déanta le déanaí, bainteach leis an bpost agus níor chóir go mbeadh duine muinteartha ina úsáid mar mholtóir. Coimeádfar teistiméireachtaí ar chomhad pearsanta an fhostaí.
- Déanfar aitheantas an iarrthóra a dhearbhu in éadan bunchóip (nach fótachóip í) de cháipéisíocht oifigiúil (amhail ceadúnas tiomána nó pas), lena n-áirítear ainm seoladh agus data breithe an iarrthóra, chomh maith le grianghraf dó/di. Ba chóir é seo a chur i gcomparáid leis an iarratas scríofa. Ba chóir cóip de cheadúnas tiomána nó den phas a choimeád ar chomhad pearsanra an fhostaí.

Grinnfhiosrúchán an Garda Síochána:

In accordance with Child Care Act 1991 (Early Years services) Regulations 2016 cinnteoidimid go ndéanfar grinnfhiosrúchán an Gharda Síochána ar na fostaíthe ar fad.

Ní ligfidimid d'aon fhostaí/ oibrí forithinte/ mac léinn nó oibrí deonach tosú ag obair sa tseirbhís muna bhfuil nochtadh ghrinnfhiosrúchán an Gharda Síochána faighte againn, chomh maith leis an Teastas Póilíní Idirnáisiúnta mar is iomchuí.

De réir caighdeán cigireachta Tusla caithfidh soláthraithe cúram leanaí foirmeacha um ghrinnfhiosrúchán an Gharda Síochána a choimeád ar an láthair chun cinntiú go bhfuil an tseirbhís ag comhlíonadh leis na rialacháin maidir le cúram leanaí chomh maith leis an Acht um an mBiúró Náisiúnta Grinnfhiosrúcháin 2012 (Leanaí agus Daoine Soghonta).

Comhlíonfaidh an tseirbhís treoir Tusla maidir le mic léinn/fostaíthe/hoibríthe deonacha atá idir 16 agus 18 mbliana d'aois. Is é an treoir sin ná nach mbeidís faoi réir ghrinnfhiosrúchán an Gharda Síochána ach amháin sa chás go mbeadh rochtain suntasach gan mhaoirsiú acu ar na páistí. Caithfear foirm toilithe tuismitheoirí a shíniú maidir leis na hiarratasóirí ar fad atá idir 16 agus 18 mbliana.

Is é ár bpolasaí ná go ndéantar grinnfhiosrúchán an Gharda Síochána uair amháin gach trí bliana.

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Promhadh:

Agus na measúnuithe reamhfhostaíochta déanta, tabharfar tairiscint scríofa fostaíochta chuig an iarrthóir rathúil, ina bhfuil na sonraí ar fad maidir lena c(h)oinníolacha fostaíochta. Is é polasaí na seirbhíse seo ná tréimhse profa a chur san áireamh sna tairiscintí seo, tréimhse idir sé mhí agus aon mhí dhéag, fiú más rud é go bhfuil an t-iarrthóir tar éis a bheith ag obair leis an eagraíocht cheana féin.

Déanfar athbhreithnithe le linn an tréimhse profa, agus ar a laghad tar éis an chéad choicís, leathbhealach, tríd, agus ag deireadh an tréimhse profa. Tugann sé seo deis don tseirbhís chun oiriúnacht oibrí nua le bheith ag obair le páistí a mheas agus chun polasaithe na na heagraíochta maidir le cleachtais sábháilte a chur i bhfeidhm.

Comhlíonfaidh an tseirbhís na hAchtanna um Chosaint Sonraí, 1988 agus 2003:

- Faisnéis a fháil agus a phróiseáil go cothrom.
- Faisnéis a choimeád ar chuspóirí sainráite dleathach
- Gan an fhaisnéis a úsáid agus a nochtadh ach amháin ar bhealaí atá comhoiriúnach leis na cuspóirí sin.
- An fhaisnéis a choimeád sábháilte, slán.
- Gan an fhaisnéis a choimeád ar feadh níos mó amá ná is gá don chuspóir sin.
- Cóip de shonraithe pearsanta duine a thabhairt dó/di ar iarratas.

Comhaid Fostaíochta/Pearsanra:

Ceanglaítear orainn le reachtaíocht taifid áirithe a choimeád maidir lenár mbaill foirne. Is é ár bpolasaí ná na taifid seo a leanas a choimeád do gach ball foirne.

- C.V.
- Sainchuntas poist
- Cruthúnas aitheantais (pas, ceadúnas tiomána)
- Dhá Theistiméireacht deimhnithe (Ó bhéal agus i scríbhinn)
- Foirm phróiseáilte um ghrinnfhiosrúchán an Gharda SíochánaProcessed
- Seiceáil Póilíní Idirnáisiúnta nuair is infheidhme
- Cóipeanna deimhnithe de cháilíochtaí
- Foirm Ionductaithe Chomhlánaithe
- Litir ag dearbhú go bhfuil an tréimhse profa críochnaithe go sásúil
- Taifead Oiliúna an Fhostaí
- Foirm Aontaithe Pholasaí

48. Recruitment and Selection Policy

To ensure the service follows best practice in the recruitment and selection of employees. This policy applies to all recruitment in the service

Policy and Procedure:

It is the policy of the service to recruit and select the best candidate for any vacant position within our childcare service. Our employees are one of the key resources we have in achieving our aims and objectives of providing good quality care to the children in our service. Our primary concern is selecting the right candidate that will cherish the children in our care and help each one of them to reach their potential.

Child Care Act 1991(Early Years services) Regulations 2016(National Standard 5: Organisation and Management, National Standard 11: Child Protection)

The following is how our service operates its recruitment process to ensure the best candidate is chosen for every position, with particular reference to the suitability to work with young children.

It is our policy to:

- Deal with all applications with courtesy and efficiency.
- Select candidates on the basis of their qualifications and/or experience for the vacancy concerned.
- To give every person interviewed a fair and thorough hearing.

The organisation will not:

- Discriminate unfairly against potential applicants on grounds of gender, civil status, family status, disability, sexual orientation, age, religion, race or membership of the Traveller community; or trade union membership / activity.
- Discriminate unfairly against persons with a criminal record; or make any false statements in recruitment literature of job advertisements.

Job Descriptions and Personal Specifications:

We will use updated job specifications and job descriptions for each position. Further information is available from the Management.

Advertisement:

The avenues we use to advertise positions will depend on the vacancy and the budgets available.

- Advertisements and the selection process will not discriminate on any of the nine grounds protected by the Employment Equality Acts 1998 to 2008. These are gender, marital status, family status, sexual orientation, religion, age, disability, race, and membership of the traveller community.
- It is essential that advertisements for all vacancies are impartial and objective.
- All employees on protective leave (such as maternity or parental leave) will be informed of each vacancy.
- All vacancies will be advertised both internally and externally, as may be appropriate.
- All vacancies will be advertised at a minimum through Clare papers and local universities (UL / UCC).
- Applicants will be asked to submit a CV.
- Every job applicant will be replied to without unreasonable delay.

Interview:

Our aim is to draw out as much relevant information from each candidate as possible to enable us to make an accurate assessment of their suitability for the job.

Not all applicants will be called for interview. The service aims to ensure an interview process that is free from discrimination. A gender-balanced interview panel will be provided where possible, but this may not always be feasible. The selection of persons who sit on the interview panel is at the discretion of the Management. All questions posed to the candidates will be consistent and will relate directly to the person's ability to do the job.

Candidates will be scored according to an interview selection form that has been designed to ascertain the competencies and skills of the candidate to carry out the position. The job description and essential and desired criteria in the person specification are also utilised in the selection assessment. Fair and proper procedures will be followed.

After each interview is held, every candidate is assessed against the criteria set out in the job description, personal specification and their own qualifications. The interview sheet is then signed off by the interviewers.

Records of all applications, screening criteria and interview notes will be kept for a minimum period of 12 months by the Management, before being discarded.

Feedback will be given to unsuccessful internal candidates to support them in their future development.

Selection and Reference Checking:

- The service will also validate any necessary documentation relating to visas and work permits, where applicable.
- Candidates will be required to sign and declare that the information they have provided is true.
- Candidates will be required to provide details of two previous employers for reference checking if practicable. If an employee cannot get a reference from a previous employer a reference from a reputable source will be considered. Successful candidates will have their references checked before an offer of employment is made. References will be checked by telephone and in writing to validate and verify the candidate's identity and to check their employment history, qualifications, experience and suitability for the role. References should be recent, relevant to the post and should not be provided by family members. References will be held on the employee's personnel file.
- The identity of the applicant will be confirmed against an original (not a photocopy) official documentation (such as a driving licence or passport), which includes the applicant's name, address, date of birth and a photograph. This should be compared with the written application. A copy of the candidates' driving licence or passport is required to be held on the employees personnel file.

Garda Vetting:

In accordance with Child Care Act 1991(Early Years services) Regulations 2016we will ensure that all employees are Garda vetted

We will not allow any employee/relief worker/student or volunteer to commence work with the service if we do not have Garda vetting and where appropriate International Police Check.

Tusla inspection standards require Garda Vetting forms to be held on site by childcare providers to ensure the service is compliant under childcare regulations and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

The service will comply with Tusla guidance for students/employees/volunteers aged between 16 to 18 years. The guidance is that they should be subject to Garda vetting only when they have substantial unsupervised access to children. A Garda vetting parental consent form must be signed in relation to applicants in the 16 to 18 age bracket.

Our policy is that Garda vetting will be completed at three-year intervals.

Probation:

Once all the pre-employment assessments have been completed, a written offer of employment will be extended to the successful candidate, with full details of his or her conditions of employment. It is the policy of the service that all such offers will include a probationary period, of six (6) months and not longer than eleven months even when the successful candidate has been previously employed within the organisation.

Reviews will be carried out throughout the probation period and at a minimum after the initial two weeks, mid-way and at the end of the probation period.

This gives the service an opportunity to assess the suitability of a new worker to work with children and to implement the organisation's policies on safe practices.

The service will comply with Data Protection Acts, 1988 and 2003 including:

- Obtaining and processing information fairly.
- Keeping it for explicit lawful purposes.
- Using it and disclosing it only in ways compatible with those purposes.
- Keeping it safe and secure.
- Retaining it for no longer than is necessary for that purpose.
- Giving a person a copy of his or her personal data on request.

Employment/Personnel Files:

Legislation requires that we keep certain records on our staff members. It is our policy to keep the following records for each staff member:

- C.V.
- Job Description
- Proof of identity (passport, driving license)
- Two validated References (Verbal and Written)
- Processed Garda Vetting Form
- International Police Check where applicable
- Copies of validated Qualifications
- Completed Induction Form
- Letter confirming successful probation completed
- Employee Training Record
- Policy sign-off form