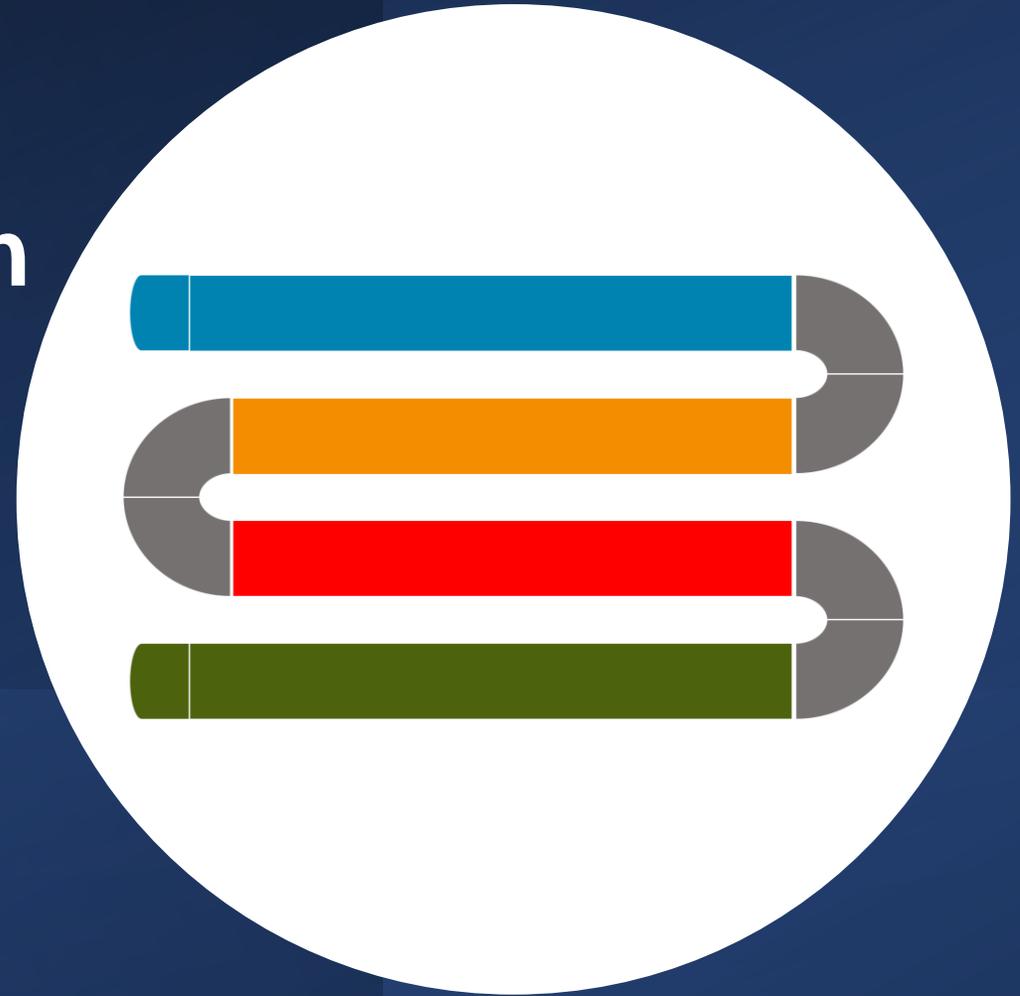


# Recruitment and Retention Roadmap

Early Years and Childcare  
Service



# Rationale behind the roadmap

## Nationally

It has been widely reported in the media that the early years sector is facing difficulty in recruiting and retaining early years practitioners.

In October 2021, the Early Years Alliance launched a survey and published a new report; [Breaking Point: the impact of recruitment and retention challenges on the early years sector in England](#).

The survey received 1,395 responses from nurseries, pre-schools and some childminding settings, and revealed that:

- More than eight in 10 of settings are finding it difficult to recruit staff
- Around half have had to limit the number of, or stop taking on, new children at their setting over the six months prior to the survey
- Over a third of respondents are actively considering leaving the sector
- One in six believe that staffing shortages are likely to force their setting to close permanently within a year.

## Suffolk

Providers have told us recruitment continues to be a challenge

We can give providers bespoke support and advice around recruitment

We offer safer recruitment training and information

We liaise with other relevant agencies such as Suffolk colleges and Job Centre Plus around current issues

We aim to provide resources to increase the awareness of early years as a career to support and encourage future early years practitioners

# Recruitment and Retention Roadmap

## What is it?

The recruitment and retention roadmap has been created to support early years providers review, reflect and follow an effective process to recruit the best staff and retain them.

It links to the requirements of the Statutory Framework for the EYFS and signposts to factsheets relating to the journey through the recruitment process and where to find further information and support to assist you.

## How to use it?

By clicking on each section of the roadmap you are able to access information and resources in relation to each topic.

It also prompts you to reflect and create a robust staff recruitment and management system that meets business need.

## Further information

The Early Years and Childcare Service offers bespoke support – your cluster advisor or worker would be more than happy to talk through these resources with you.

# Recruitment and Retention Roadmap



# Recruitment Action Plan

Review, reflect, seek advice and take action...

Before and during any recruitment process it is important to evaluate the process and identify areas for development.

It is always important to seek recruitment and employment advice from trained professionals to prevent problems later on.

# FACTSHEETS

1. What is an exit interview and how to do them?

2. Do you need to recruit? What to consider?

3. Importance of equality through recruitment

4. Job description and person specification

5. Advertising

6. Shortlisting

7. Preparing and conducting interviews

8. Job offers and contracts

9. Suitability checks you must complete

10. Induction

11. Supervision

12. Professional development

13. Effective staff retention