

Safer Recruitment Policy

EYFS: 3.9 – 3.20

At Wood St Nursery, we are vigilant in our recruitment procedures, aiming to ensure all people working with children are suitable to do so. In all recruitment documents, we highlight that we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We follow this procedure each and every time we recruit a new member to join our team.

Advertising

- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures, including the requirement for a self-disclosure form, an enhanced DBS check, and at least two independent references for every new employee. We also include the requirement for an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad for more than 3 months in the last five years. We will advertise in the local press, well known job sites, through our website and in industry publications such as Nursery World.

Application pack (see collated job descriptions, personal specifications)

Everyone applying for a vacancy will be sent an application pack aiming to encourage applications from those suitable for the post and deter individuals who are unsuitable from applying. Applicants will be asked to provide two referees before interview. One referee must be their last employer and if this role was not in a relevant childcare role the other reference must be from a relevant childcare role. Reference will not be taken up until a job offer is made. The Application pack this will include:

- job description
- person specification
- application form including reference form
- an outline of the selection process
- statement of our commitment to safeguarding and equal opportunities
- a list of required documentation for identification, eligibility to work in UK, and qualification details

Interview stage

- We shortlist all suitable candidates using the specifications of the description and personal specifications to identify all potentially suitable candidates. We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- Candidates will be invited to interview by email with an explanation of the interview process, who will be interviewing them, how long it will take and asked to bring ID and qualifications documents.

- The manager will decide the most appropriate people for the interview panel. There will be at least two people involved, one will have attended safer recruitment training and both are involved in the overall decision making.
- In the interview, all candidates' identities will be checked. All candidates will be required to prove they are eligible to work in the UK. The interview will also explore any gaps in the candidate's employment history. The candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files where applicable.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are drawn from the job description, personal specifications and the cover specific areas (depending on the role applied for), including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare that are used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care.
- Candidates will be given a rating for their answers this will be combined with their individual experience and qualifications.
- Candidates may be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery, interacting with the children, staff, and if appropriate, parents, depending on the role they are applying for.

Decision making process-

After interviewing all the suitable candidates, the interviewers in conjunction with the manager (dependent on the role being recruited for) will select the most suitable candidate for the position based on the candidates

- answers to/ratings on the interview questions
- knowledge and understanding of the Early Years Framework,
- experience and qualifications
- understanding of child development and attitudes towards children
- their interaction with the children (if applicable)
- the needs of the nursery.
- The successful candidate will be given a job offer and start date.
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

After the job offer, prior to employment:

- The successful candidate will be offered the position subject to at least two references from previous employment (this must be within the last 5 years) or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up before employment

commences, or as soon as is practicable. This may be verbal initially and then followed up with a written reference which will form part of their personnel file.

- If the candidate has lived overseas for more than 3 months in the last 5 years we will carry out an overseas criminal record check. In addition, if a candidate has worked with children overseas and not in the UK it is good practice to seek a criminal record check to cover that period.
- All potential employees, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records, before this check comes back clear.
- All potential employees who are on the update service will have their DBS status checked and the information recorded in the single central register.
- There may be occasions when a DBS check is not clear but the individual may still be suitable to work with children. This will be treated on an individual case basis and decided by the DSL and the manager. Who may seek the support of the Waltham forest LADO. They will take into account the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information
 - relevance of the offence or information to working or being in regular contact with children.

New Employees

- Once a candidate accepts the job offer and all checks are in place they will be issued with a contract, this includes a probationary period.
- New employees will be closely supervised and take up duties in line with the induction process. (see Staff Induction and Staff Handbook)
- New employees will be subject to a probationary period as outlined in the job contract.
- New employees will be given time to read and familiarise themselves with Nursery policies including but not limited to safeguarding, staff behaviour policy, lone working policy, Staff behaviour policy.
- The nursery will record and retain details about new employees, including qualifications, identity checks carried out, and the vetting process completed. Also the disclosure and barring service reference number, the date the disclosure was obtained, and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken or for longer than 6 months.

- If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- All new members of staff will undergo an intensive induction period, during which time they will read and discuss the nursery policies and procedures, and be assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery operates
- During their induction period, all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedures, emergency evacuation procedures, equality policy, and health and safety policy
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

Ongoing support and checks

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children. This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately**. Staff suitability status will also be checked through an annual 'staff suitability questionnaire'.
- All members of staff will discuss any health concerns during supervision to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. Management may require this more regularly where health circumstances change.
- Every member of staff will have regular supervision. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months