



SAFER RECRUITMENT POLICY (PoI No. 12)

1. INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

We work on the principle of: Deter (through job advert), Reject (through questioning), Prevent (through thorough induction and policies)

Our recruitment process consists of;

- 1) A clear, consistent and structured approach
- 2) Minimalised risk of appointing unsuitable candidates
- 3) Guidance to assess the capabilities and conduct of new staff
- 4) Policies in place to ensure that all relevant steps are taken
- 5) Written records of all policies and procedures available

2. STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in nurseries – notably managers and room leaders. These requirements change from time to time and must be met.

3. IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the nursery will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4. PRE-ADVERTISING THE POST

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The nursery is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure Barring Service check.” Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the nursery’s child protection policy;
- the nursery’s recruitment policy (this document);
- the selection procedure for the post;

- an application form; Inclusive of;
 - Current and former names and current address
 - Education/Training/Qualifications
 - Chronological history of secondary education through to present day with start and end dates
 - Details of periods not in employment
 - Details of referees – 2 are required, one of which should be recent employer
 - Experience relevant to the role
 - Signed statement that the person is not disqualified (DBS)
 - A signed statement that all information given is true

All prospective applicants must complete, in full, an application form.

5. PRE-INTERVIEWING/SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the vacant post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies.

A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

All documents should be originals or certified copies.

6. PRE-APPOINTMENT STAGE

The decision will be based on the candidate's suitability for the role. They will be told that the offer of employment or voluntary work is conditional on receiving satisfactory information from all necessary pre-employment checks.

7. THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity;
- to complete a DBS disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to provide proof of eligibility to live and work in the UK.

9. INDUCTION (POST-APPOINTMENT STAGE)

All staff who are new to the Nursery will receive induction training that will include the nursery's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

POLICY NUMBER 12

The policy was adopted at a meeting of.....

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....