

Safe Recruitment Policy

Link to Every Child Matters: Staying Safe & Achieving Economic Well-Being

Links to Early Years Foundation Stage: Safeguarding and Welfare Requirements: Suitable People 3.9-3.20, 3.29

Small World Nursery is committed to providing a safe environment for the children in our care by encouraging an open and supportive culture that promotes the safety and wellbeing of everyone in the organisation where young children can feel secure and thrive.

Small World Nursery follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

We actively work towards providing a safer environment for children by:

- Ensuring that all children are protected from harm
- Everyone in the nursery is clear about roles, responsibilities and boundaries
- Ensuring that the welfare of the children in our care is the priority
- Offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection

All practitioners who are involved in the recruitment and selection process have an understanding of key legislation and guidance on employment.

The following procedure will be followed by us when recruiting practitioners:

- Prior to the advert being placed, the practitioners involved in the recruitment and selection process will devise or review:
 - A job description that outlines the key roles and responsibilities of the post
 - A person specification which highlights the skills necessary, the abilities/competencies required, including those related to safeguarding, the level of experience required and the qualifications required for the job.

Advertise

All posts will be publicly advertised through the nursery website, the local college and university and the local newspapers. The advert will contain a brief description about the jobs roles and responsibilities and the qualifications required. A statement saying that a CRB check will be required for this job will be included in the advert.

The nursery welcomes applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender

reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

Candidate Application Pack

An application pack will be sent out to potential employees including:

- **A copy of the nursery prospectus** outlining our nursery aims
- **A Safeguarding statement** outlining the nursery's commitment towards Safeguarding
- **A job description** outlining the key roles and responsibilities of the job
- **A Person Specification**
- **A self-disclosure form**
- **An outline of the selection process**- including the essential and desirable criteria laid out in the person spec, how the candidate's fulfilment will be tested and assessed during the selection process.
- **An application form** asking the applicant to provide: their current and former names, their date of birth and current address and their national insurance number, Any details of any disability or long term illness (physical or mental), Indicate their interests and any other voluntary activities in which they are involved, Declare past convictions or cases pending, A Statement of whether they have any criminal background, Any academic and/or vocational qualifications the applicant has obtained with details of awarding body and date of award, Details of any training undertaken recently, e.g. First Aid Training, Full employment history (including part-time and voluntary work, as well as full time employment) with start and end dates, explanations for periods not in employment and reasons for leaving employment and names, addresses and phone numbers of two referees, one of which should be the applicant's previous employer and who are not family members or friends. It will include a declaration that all of the information on the form is true, and that nothing relevant has been omitted.
- **A reference pro-forma**- referees will receive a copy of the job description and person spec along with the reference pro-forma

All applications for employment should be in writing and will be kept for 3 months following receipt.

Initial Short-listing

A minimum of two people will be involved in the short-listing process. They will endeavour to identify any gaps in the application forms and will only be short-list applicant if they have completed to standard application form and if they fulfil the job description and person specification. Applications submitted as a CV will not be accepted. We will shortlist regardless of gender, racial origin, ethnic background, disability, religion, or any other factor not relevant to the ability and sustainability of the individual to carry out the tasks required, or legal constraints imposed by the Children's Act 1989.

Self Disclosure Form

Potential employees are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. The Self Disclosure forms will not be considered as part of the short-listing process and will not be opened unless the applicant has been shortlisted. In light of the information contained in the Self-Disclosure form, further questions will be asked in the interview to clarify any information needed.

Invitation to Interview

When all applications have been received a date will be set for interviews. An acknowledgment will be sent to all applicant's, informing them of an unsuccessful application or a date for interview. Interviews will be carried out by the Nursery Manager and another member of the management team. Shortlisted applicants will receive an invitation to interview in writing, asking them to attend an interview on a specific time and day. They will be asked to bring with them documentary proof of their identity such as a passport or driving license, their original certificates of qualification and their current CRB clearance.

1st part of the Interview- The first part of the interview will include a brief tour of the setting and a formal interview. At the interview a full explanation is given of what the job involves will be given and candidates are encouraged to ask any questions they may have. This will apply even if there is only one candidate. To ensure that the interview process is fair the same questions will be asked to each of the candidates regardless of them being an internal or external candidate and their answers recorded. Further questions may be asked to clarify answers to a question if needed. Notes of the interviews will be kept for three months.

2nd part of the interview- an informal discussion where the applicant can feedback about their time in the room and ask any questions they may have about the role. Unsuccessful candidates are given the opportunity to receive any feedback as to why they have not been successful.

References- Two references are required on the application form; these will be checked after interview but before appointment. A reference pro-forma form will be sent out along with a copy of the job description and the person specification.

Job offer- An offer of employment will be offered on the condition that all of the checks have been carried out and are returned satisfactorily. The successful candidate will be issued with an employment contract which they should sign and a copy will be kept with their personnel records. They will also be asked to provide the nursery with original documents (e.g. birth certificates and passports) in which we can then apply for an enhanced DBS check, which includes a Protection of Children Act/list 99 check. The nursery will pay for the employee for your DBS check but you will be expected to subscribe to the DBS Update Service of which you will then be responsible for maintaining. If the successful employee is already subscribed to the DBS update service, we will carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.]

Storage of Employees Information

Small World Nursery will keep all applications along with information regarding the recruitment process for a period of three months.

All records relating to the current employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment 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. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
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- The successful 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
 - Prior to employment but after the job has been offered a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the absence management policy for more details about how the nursery manages health problems including access to medical records
 - All new starters, 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. Further to this, the new starter will not be allowed to take photographs of any child, look at their learning and development log or change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not)
 - An additional criminals records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad
 - The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include 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
 - There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking 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.
 - 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
 - New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so
 - 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 procedure, emergency evacuation procedures, equality policy and health and safety issues
 - The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.
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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 (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately**
- All members of staff will update a health questionnaire on an annual basis 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. This will also be discussed at staff supervisions/review meetings. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy
- The nursery manager*/owner* will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary Policy for further details
- Every member of staff will have two meetings a year with the manager: a formal appraisal and a more informal review. 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
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

This policy was adopted by	Small World Nursery
On	13 th August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)
