

7.1 Safer Recruitment



At Tiddley Tots Nursery we aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. This policy describes our system of recruiting staff, volunteers and students/apprentices, and supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. We are committed to providing the best possible care to our children, and to safeguard and promote their welfare. We are also committed to providing a supportive working environment for all staff members. We recognise that, in order to achieve these aims, it is important to attract, recruit and retain staffs who share this commitment. We follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff including volunteers, apprentices and agency staff to share this commitment.

Introduction:

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome 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. We select all candidates for interview based on their skills, qualifications and experience.

Our recruitment procedure for paid employees, including students/apprentices, includes:

- Short-listed candidates are required to attend an interview. Candidates that are invited along to an interview will be asked to bring with them:
 - Either current driving licence, passport or full birth certificate
 - A utility bill or statement, showing name and address within 3 months
 - Documentation showing their national insurance number (NI card, P45 or P60)
 - Documents confirming any educational or professional qualifications referred to in their application form.
 - Eligibility to work in the UK
 - Their criminal history (disclosing anything that will show up on a DBS). **An enhanced disclosure will be carried out for any position within the company.**
- If candidates are successful at their first interview, they will be invited for a trial day. During the trial day, the candidate will be supervised during the time they will spend with the children.
 - Candidates will receive a job description and person specification for the role applied for.
 - Candidates applying for a position must complete our job application form.
 - Full employment history is asked for on our job application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
 - Two written references are required. We ask for the names of 2 people (not related to the candidate), who can be contacted to provide a reference for them. At least one should be work related. If it is the candidate's first job, we require a tutor / lecturer's name.
 - We require to see original copies of candidates' qualification and copies of these will be made.

If the candidate is successful, they will receive a letter stating their job offer is conditional, dependant on the return of 2 satisfactory written references and a clear enhanced DBS check.

Induction:

Once the member of staff has accepted their job offer, an induction meeting will be scheduled. All new employees will undergo an induction period, during which time they will read the employee handbook, nursery policies and procedures and will be trained by a “mentor” who will introduce them to the way in which the nursery operates.

- All relevant employment forms will be completed during the induction, including contracts, and the staff member will be explained that they will be on a 3-month probation period, during which they will be trained in all areas until they complete the full induction programme. The probation period can be extended by a maximum of 3 months.

- During the probation period, new staff members will be given additional support to enable them to follow our policies and procedures.

- During the probation period line managers will undertake regular reviews with new starters and prior to the approval of probation. The reviews will normally be carried out on a monthly basis. For more information, please refer to Probation Procedure.

- If the staff member does not possess clear and valid enhanced DBS certificate which is registered on the Updates service, they will be required to apply for an enhanced DBS check through our DBS account. The candidate will pay for the DBS check to be carried out. For more information, please see section **Enhanced DBS checks** below.

- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing or supervising toileting) to any child until their DBS is completed and it is clear.

- The staff member will be required to complete a health declaration form which must satisfy us that the candidate is suitable to care for children.

- The staff member will be required to complete an employee suitability declaration for early year's settings.

- We will seek references from both referees that the candidate has given us. New staff who do not receive 2 full references will be placed on an extended probation of 6 months.

- All **students / apprentices** under 16 years old will require two references; one from their school or college and one personal reference.

Enhanced DBS checks

In accordance with the recommendations of the DFE for safeguarding children; safer recruitment and selection in education settings, we will carry out several -pre-employment checks in respect of all prospective employees for all positions.

- Due to the nature of the work, we require the staff member to provide a clear and valid enhanced DBS certificate which is registered on the Updates service. However, if the staff member does not possess one, they will be required to apply for an Enhanced Disclosure and Barring certificates from the Disclosure and Barring service (DBs) through our DBS account.

- The employee will cover the cost of the check.

- We will ask the staff member to provide 2 original identity documents, either current driving licence, passport or full birth certificate. We will also ask the candidate to provide a utility bill or statement, showing name and address within 3 months. We will take photocopies of all documents provided for the candidate's personal file.

- Once the member of staff has received their DBS certificate, they will be required to sign up to the update service which is £13 annually. For more information on how to do this please refer to the Nursery General Manager.

We will always request an enhanced disclosure as described below:

- An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

Our recruitment procedures for volunteers:

- All candidates are required to attend an interview; however, completing a job application form is not necessary.

- If candidates are successful at their first interview they may be invited for a trial day, to spend supervised time with the children.

- Once interviews have been completed two references will be sought.

- Original copies of any candidate’s qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.

- An Enhanced Disclosure Barring Service (DBS) check will be completed, which the volunteer may be asked to pay for. During this check we will ask for identity documentation (originals). Please see section ***Enhanced DBS checks*** above.

- A disclosure of criminal record and disqualification declaration for early year’s settings will be completed annually, if the person volunteers for more than a year.

- We will ask the volunteer to provide 2 original identity documents, either current driving licence, passport or full birth certificate. We will also ask the candidate to provide a utility bill or statement, showing name and address within 3 months. We will take photocopies of all documents provided for the candidate's personal file.