



Safer Recruitment Policy

Statement of Intent

Our Nursery is committed to offering high quality learning through play and fun. Staff are the most important feature of this, so we aim to ensure that our staff are highly skilled, and work together in complementary ways as a creative, supportive team. Safeguarding and equality will be major considerations in appointing to vacant posts.

Recruitment will comply with statutory guidance, good practice, and the nursery's policies on Admission, Equality, and Safeguarding Children.

Planning for Recruitment

New staff may be needed when current staff leave, temporarily (e.g., maternity, long-term illness) or permanently (e.g., resignation, retirement), to fill new posts or to employ Bank staff to cover staff illness or absence due to training etc. Posts may be full time or part time or 'zero' contracted.

Schedule for Appointment.

The Director and Manager should agree on a realistic timetable for recruitment. This should allow time for drawing up the specifications, for advertising the post, for the application process, for taking up references, for the interview, and for pre-employment checks.

Job Description and Person Specification.

The Director and Manager should discuss what the new staff member would be expected to do, and on what terms they would be employed.

- A full job description and person specification should then be drawn up, specifying: the duties and responsibilities of the post (including management responsibilities), the person to whom the post-holder reports, together with the terms of employment (hours, pay, duration, length of probationary period, etc.). The person specification should specify the qualifications, abilities and personal characteristics sought in a successful applicant. The description must be approved (and amended) by the director, as employer.
- Under the terms of the Equality Act 2010, applicants may not be discriminated against on the basis of protected characteristics: age, disability, race, religion/belief, gender, gender reassignment, sexual orientation, marriage/civil partnership, or pregnancy/maternity. It is illegal to discriminate against candidates either directly or indirectly, on the basis of real or perceived characteristics, or even by association.

Application Pack.

The application form should be checked to ensure that it accords with any changes in legislation - in particular, that it doesn't ask discriminatory questions, and that it (or accompanying paperwork) demands all legally required information or declarations. All applicants will be required to provide specific information relevant to safeguarding.

- All posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974; applicants should provide details of any convictions, cautions or bind-overs (including 'spent' ones).
- The appointee should complete a form with their personal details, including proof of identification, emergency contact numbers, and other pertinent information.
- The candidates will also complete a declarations pack containing; suitability declaration, Code of conduct, employee disclaimer and a health check.

The Nursery Health Questionnaire, giving details of appropriate health-related issues: e.g., allergies, disabilities, known medical conditions. (Answers to these questions may not legally be used as a basis on which to revoke the offer of employment, unless they reveal a condition which an Occupational Health professional advises would make it impossible for the appointee to do the job properly, even with all the 'reasonable adjustments' required by the Equality Act 2010.)

Ofsted Health Declaration form HDB, required for 'the manager of the day-to-day running of the childcare provision'. This should be completed by the applicant and passed to their GP, who should then forward it directly to Ofsted.

Selection Panel.

The director and Manager oversee the recruitment process and chair a selection interview members or delegate this to an appropriately qualified member of the team. At least one member should be trained in Safer Recruitment. The interview members should include someone with Group safeguarding training (usually the DSL) to ensure safeguarding issues are fully addressed, and the Manager. If an administrator is under employ and isn't on the panel, they should be available to advise on practical and employment issues. Every effort should be made to ensure a representative balance.

Advertising

All vacancies will be advertised as widely as budget allows: ordinarily, this would include the nursery's own website, Job Centre Plus etc.

- The advert should include the job title, amount of hours, qualifications needed and pay rate. It should give some indication of the character of the nursery, and include a statement of commitment to safeguarding and conditionality on enhanced DBS disclosure (with barred lists check). Contact details should be given for enquiries, as well as a closing date for applications and the interview date.

Selection

All applicants will be sent an application form, a job description, a person specification, a copy of our Safeguarding policy and this policy.

Shortlisting.

Once all application forms are received, the selection interview members will meet to discuss all applications and to compile a shortlist for interview. All interview members should be involved in the shortlisting process.

- For safeguarding reasons, no applicant should be shortlisted without completing an application form. Those who send in only a CV and covering letter should be issued an application form and asked to complete it.
- The declaration of a conviction, caution or bind-over ('spent' or not) shouldn't exclude an applicant from a shortlist unless it is recent or persistent, and relevant to working directly with children.

Invitation to Interview.

Those applicants selected for the shortlist should be invited by the Nursery Manager, and followed up with an email, to attend the interview. The phone call and emailed letter should confirm the date and time, and give directions to the venue. It should give an indication of who's on the interview panel, and inform candidates of what will be involved in the process (e.g., session with the children and formal interview). It should also inform them that their references will be taken up, and offer the opportunity to arrange with staff to visit the nursery informally before the interview day.

References.

All references should be taken up for all shortlisted candidates, and used to inform questions at interview. If for any reason one of the references for a preferred candidate is unavailable at the time of interview, any offer of employment should be strictly conditional on this reference proving satisfactory. Once references have been gained, the nursery manager must follow these up with a phone call to confirm the named persons completed the references.

Interview Process

Interview members should try to minimise the use of any prior personal knowledge they may have of candidates.

1. Interview.

At interview all applicants should be asked the same set of core questions, though interview members may follow up on responses, and on points of interest or concern in a candidate's application form or references.

- Any concerns related to safeguarding (e.g., unexplained changes or gaps in employment) and behaviour management should be pursued, as a matter of priority.
- Any disciplinary action or allegation declared by the applicant's professional referee should be explored in detail, and a determination made in terms of a risk assessment
- No questions should be posed which potentially discriminate against candidates, unless they relate directly to something intrinsic to the job.

- Any declared criminal convictions, etc., should only be raised if they relate to issues needing to be explored because of a relevance to the post.
- Time should be allowed for candidates to ask their own questions, to help them determine for themselves their suitability for the job.
- Answer questions aimed at obtaining evidence of the candidates motives, attitudes and behaviours in relation to the role

Documentation

- Current photograph driving licence/Provisional & full birth certificate or current passport (where the candidate claims to have changed their name for any reason, he/she will be required to provide documentary evidence of the change/changes.
- Confirmation of National Insurance number (P45, P60 or NI card)
- In certain circumstances, based upon the candidate's performance at the initial interview, a second interview phase may be held.
- Original documents confirming any educational and professional qualifications referred to in their application form and relevant to the post.
- Practical Assessments (1 week where possible or min of 3 days) to demonstrate their competency to carry out the roles and responsibilities of the post by participating in further tasks or activities.
- Proof of eligibility to work in the United Kingdom. (Full details of these checks can be found in the Home Office Publication, 'An employer's guide to right to work checks')
- Qualifications and current DBS Check.
- Two utility bills or statements (from different sources) showing their name and home address

2. Interaction.

The interview members should decide whether, as part of the interview process, the candidates will be asked to interact with children during a normal session. Observations of any such interaction should inform the decision-making process. Candidates should have been informed of such interaction beforehand, in the letter inviting them to interview.

3. Decision Making.

The interview members will need to give reasons for its decision, and these should be evidence-based.

- The interview members may choose its own criteria for judgement as to the suitability of each candidate, provided these are based on the job description and person specification issued to applicants beforehand.
- The interview members may choose its own way of reaching a decision but should give sufficient weight to the views of those who will work with the successful candidate most closely (e.g., the Manager).
- In the absence of a clear frontrunner, the interview members may choose to invite any or all shortlisted candidates for further interviews, or a more demanding exercise, or more extensive observation - whatever it deems likely to give it an objective basis on which to reach a decision. However, all candidates still under

consideration should be treated with parity: offered the same opportunities and subjected to the same basis of judgement.

The Successful Candidate.

Once the interview members have reached its decision, the manager should inform the successful candidate of the outcome by telephone. This should be followed by a letter confirming the offer, and giving the reasons for the panel's decision; this should be written by the manager, informed by the panel's discussion. In each instance, the manager should emphasise that the offer is conditional on the receipt of satisfactory employment and vetting checks (e.g., enhanced DBS disclosure with barred lists check).

If no candidate is ultimately judged to be suitable, the post should be re-advertised, casting a wider net.

The appointee should provide the administrator with a P45 form from their last employer. If they have no P45, they should complete a P46 form and return it to the manager/administrator.

The unsuccessful Candidates.

All unsuccessful candidates should be informed by the Chair/Administrator in writing, explaining why they were not chosen and offering the chance to discuss these reasons further if required.

Conditions of Employment

All appointees will be required to complete statutory employment checks, as well as providing the nursery with relevant information and documentation. Appointees must, by law, undergo safeguarding checks (DBS disclosure; with barred list check) prior to employment, designed to minimize the risk of unwittingly putting children into harm's way. The director will do this with manager a witness.

- If the disclosure reveals any convictions, cautions, reprimands, warnings, or police information, it is the responsibility of the director, as employer, to decide whether these are sufficiently serious, recent and relevant for the job offer to be revoked. The director should seek advice from Ofsted, and minute all discussions. If it decides to revoke an offer, it should justify this in writing to the applicant without delay. Prior convictions, cautions or bind-overs ('spent' or not) should only give cause to revoke an offer if they are recent or persistent, and relevant to working directly with children.

However, an offer should be automatically revoked if the applicant failed to disclose these on the application form; this does not apply to police information, where the interview members should use its discretion.

- If the applicant has been barred from working with children on the lists administered by the Disclosure and Barring Service, the job offer will automatically be revoked and their application form handed to the police. (It is a crime for someone barred from working with children to work or volunteer with groups that work directly with children, or to try to do so.)

- It is an offence for DBS disclosure data to be passed to anyone who doesn't need it in the course of their duties. Information should be stored securely, and destroyed after six months if no longer needed.
- The nursery will ask to inspect the appointee's original DBS disclosure certificate, and take a note of its details, but may not photocopy or retain a photocopy of it.

Notification to Ofsted.

If the appointee is to work as manager, their details will be communicated to Ofsted.

Please note:

Ofsted require that all DBS applications submitted on or after 1 September 2014 must join the DBS update service and give their consent to Ofsted re-checking the status of their DBS certificate at least every six months. If a re-check shows that a DBS status has changed it is a requirement to obtain a new DBS certificate.

Verification of Qualifications.

The appointee should provide certificates for all relevant qualifications (e.g., NVQ2 or 3, CACHE diploma, EYPS, First Aid, Food Hygiene, Group 2 or 3 Safeguarding). A photocopy of these will be kept in their personnel file. The nursery has a duty to verify all qualifications essential to the job; seeing the original certificates is usually sufficient, but if in doubt the director should check their authenticity with the awarding bodies.

Verification of Eligibility.

If the appointee is not a UK national, the nursery must verify their eligibility for employment in the UK (e.g., as a citizen of a European Economic Area country). Proof of Right to Work is required in any and all cases.

Written Terms and Conditions.

The appointee should read and sign their employment Written Terms and Conditions, which should be provided within the first three months of employment. Queries about its content should be directed to the nursery director.

Students

All student will follow the same employment pathway that an employee will.

All student must be long term 6+ months and carryout at least 2 days in setting.

All student s must have a DBS prior to their starting date with the nursery and course confirmation obtained from their tutor.

Existing students in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, the nursery may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

Contractors and Agency Workers

The nursery will obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either

the employment business or another such business), on an individual who will be working at the nursery.

Where the position requires a barred list check, this will be obtained by the agency or third party prior to appointing the individual. The nursery will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Induction and Probation

Probationary Period.

All appointments are subject to a probationary period, details of which are found in the employee's Terms and Conditions and will only be confirmed if management are confident the applicant is competent in their work and can be safely entrusted with children.

The nursery's standard period of probation is six months. For senior management 9 months.

Terms of employment during the probationary period

During the probationary period, employees will be subject to all the Terms and Conditions of their Contracts of Employment, including their contractual arrangements for notice periods during probation (if applicable).

Irregularities discovered during the probationary period

If, during an employee's probation, it is suspected or established that the employee does not have the qualifications, experience or knowledge that they claimed to have at the time of recruitment, then the matter will be discussed with the employee to establish the facts. If the evidence suggests that the employee misrepresented their abilities in any way, the nursery may terminate the employment in line with relevant policies and procedures.

Or if the employee is an existing employee who has been promoted into a different role, then the nursery's relevant capability/disciplinary procedure must be followed in full.

Reviews during probation

The line manager or appropriate designee will regularly review and assess the employee's performance, capability and suitability for the role during the employee's probationary period.

A clear record should be made of each review meeting. A copy of the record should be given to the employee and the original retained by the line manager.

During an employee's probation, line managers should provide regular feedback to the employee about their performance and progress, and, should there be any raise these with the employee as soon as possible with a view to resolving them. The line manager is also responsible for providing guidance and support and for identifying and arranging any necessary training or coaching.

Extending probationary periods

The probationary period may be extended in circumstances where the employee has been absent from nursery for an extended period during the probation period for example ill health or maternity leave, or in exceptional circumstances where a further period is required to determine suitability. This should be done in consultation with the employee and confirmed in writing. An extension of an employee's probationary period will happen no

more than once for a period not exceeding three months on the same terms and conditions as the original period.

End of probationary period

At the end of the probationary period, the line manager must conduct a final review of the employee's performance and suitability for the job. This will involve a meeting with the employee to discuss their performance and progress throughout the period of probation. The review must be conducted on or shortly before the date on which the employee's probationary period comes to an end. If the employee's performance is satisfactory, the line manager should then issue a letter of confirmation of appointment to the employee.

Termination of employment

If an employee's performance while on probation (or extended probation) has been unsatisfactory, and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment may be terminated.

Where a decision is taken to terminate the employee's employment, the employee must be met with and informed of the reason for the termination. The employee has the right to be accompanied at this meeting by a work colleague or professional association/trade union representative. The nursery will write to the employee confirming the termination, the reason for it, and the notice period they are contractually entitled to in accordance with their terms and conditions of employment. The employee will be given an opportunity to appeal the decision.

If an employee's employment is terminated after the expiry of the probationary period, or if the employee is an existing employee who has been promoted into a different role, nursery's normal capability/disciplinary procedure must be followed in full.

Appeal

The Employee has a right of appeal against the termination of their employment whilst in their probationary (or extended) period.

Any appeal should be made to the person named in the formal termination letter, clearly stating the grounds for appeal. This must be done within seven calendar days of receipt of written confirmation of termination.

The appeal will be conducted by at least one member of the governing body as soon as is reasonably practicable following receipt of the appeal.

The outcome of the appeal will be confirmed in writing without unreasonable delay. There is no further right of appeal.

Induction

All new staff and students must go through an induction process with the management.

Policies.

All employees/students will receive an electronic copy of the nursery policies as part of their induction (unless a hard copy is specifically requested), and they should confirm that they have read and understood these policies and will abide by them if appointed. Each employee/student should be made aware that the setting's policies and procedures form

part of their Written Terms and Conditions and by accepting and signing their contract they are also signing to abide by said procedures.

2. Procedures.

The Manager/Chair should explain the nursery's administrative and financial procedures to the appointee. This should include pay and sick leave arrangements, and fire drill and emergency plan protocols.

3. Safeguarding.

The DSL should explain the nursery's safeguarding procedures, and ensure that the employee undertakes Right Help Right Time training as required.

4. EYFS Delivery.

If the employee doesn't hold at least a Level 2 qualification in Early Years work, the Manager should acquaint them with the principles and workings of the Early Years Foundation Stage. If the employee is familiar with the EYFS, the manager will explain how it is delivered in the nursery, and how a child's progress is recorded on their Tapestry Learning Journey.

5. Training Audit.

The appointee should discuss with the manager any training they might need as a matter of priority, and agree with them a training schedule for continual professional development.

Retention

Staff are the most valuable resource of any nursery, and retaining experienced, professional staff is vital to the success of a setting. Frequent staff turnover, and continually recruiting and training new staff, affects the quality of care provided. The committee should support staff so as to guarantee a high level of morale and motivation, to ensure that all staff are encouraged and enabled to fulfil their potential, and to make our Nursery a rewarding and enjoyable place for both children and staff.

Data Protection

A record of each stage of the selection process, together with supporting documentation for each candidate, must be kept for 6 months from the date of selection. Information disclosed by applicants must be handled sensitively and confidentially during the recruitment process, archived separately in a secure cabinet and disposed of after 6 months in line with the Data Protection Act guidance. Recruitment Complaints.

Policy was:

Implemented		Reviewed		Amended	x
Date:			Next Review Date:		
Manager	Shannon Ralph	Manager Signature			
Deputy Manager	Shabana Hussain	Deputy Signature			
Director	Sajid Hussain	Director Signature			