



## **SAFER RECRUITMENT POLICY**

### **Statement of Intent**

We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children. The Pre-school is also committed to providing a supportive working environment for all its members of staff. The setting recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. Threemilestone Pre-school will follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff, volunteers, students, and agency staff to share this commitment.

### **Aims**

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.

### **Methods**

This Policy is an essential element in creating and maintaining a safe and supportive environment for all children, staff and others within the community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- Attracting the best possible candidates/volunteers to vacancies based on their merits, abilities and suitability to the position and are considered equitably and consistently.
- Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies.
- Identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

### **Checks on Volunteers:**

The level of checks required on a volunteer is dependent on the type of duties they will be performing, for example a supervised volunteer is not considered to be undertaking a regulated activity but the setting may require an enhanced DBS check only.

The term volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as 'any individual engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative'. Genuine volunteers are entitled to a free of charge DBS disclosure.

### Checks on new Trustees:

As a Charitable Incorporated Organisation, we operate by the appointment of Trustees who have legal responsibility for the setting. OFSTED are notified as soon as possible of a new appointment by the setting completing EY2 and EY3 forms online and within 14 days of the change. OFSTED will then carry out suitability checks through the Disclosure and Barring Service, a 'Known to OFSTED' check and a Local Authority Children's Services check to ensure the suitability of a new Trustee.

If a new Trustee has lived outside the UK in the past 5 years, OFSTED require additional checks such as a certificate of good conduct. The purpose of these checks is to determine whether there were any causes for concern raised in the country or countries the new Trustee lived.

### Checks on School Children Undertaking Work Placement:

It is not necessary to obtain a DBS Disclosure for secondary school pupils undertaking voluntary work or work experience. However, as good practice we ensure they sign in and out of our Visitors' Book and are not left unsupervised with children.

### Recruitment Procedure:

All prospective candidates will be asked to submit an application form containing questions about their previous employment and academic history together with their curriculum vitae.

The pre-school will follow our recruitment procedures to identify a short list of potential candidates. All applicants will then be contacted, either by email, letter or phone to let them know if they have been successful in reaching the next stage of a face to face interview. Following the interview process, the successful candidate will receive a letter stating that their job offer is conditional and dependent on the return of two satisfactory written references and an enhanced DBS check with barred list information before they can commence the role offered. On commencement of the position, details of the member of staff, including their enhanced DBS and right to work in the UK are added to the Single Central Record. The Record held is made available at an Ofsted Inspection.

#### *Obtaining References:*

As part of our commitment to safer recruitment, Threemilestone Pre-school CIO will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain references prior to employment commencing in line with the requirements of the Early Years Foundation Stage as follows:

- Our application process requires candidates to supply us with the contact details of a suitable referee from:
  - Their current employer, training provider or early years education and care setting.
  - A senior person within the organisation who is authorised to provide a reference.
- If the applicant is not currently employed, or is not currently working with children we will:

- Obtain verification of the applicants most recent relevant employment if they are not currently employed.
- Obtain a reference from the applicant's most recent relevant employer from the last time they worked with children.
- If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.
- We do not accept references from the following:
  - Family members
  - A generic reference i.e. 'to whom it may concern'.

*Once a Reference is Received:*

- A reference received electronically will be checked to ensure that it originates from a legitimate source.
- We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.
- If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
- Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
- In line with best practice, we will seek to gain explanations for any gaps in employment.

*Identity Checks:*

All applicants who are invited to an interview are required to bring with them, to prove their eligibility to work in the UK, and for a DBS to be completed:

- Either a 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 educational or professional qualifications referred to on their application form.
- Their criminal history (disclosing anything that will show up on a DBS)
- Where an applicant claims to have changed their name by Deed Poll, the correct documentation.

Unsuccessful applicant's documents will be destroyed following the end of the recruitment programme.

*Overseas Checks:*

All new appointments to our workforce who have lived outside the UK are subject to Additional checks as appropriate.

Further details can be found at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

#### *Portable Certificates using the DBS Update Service:*

For those applicants who hold a DBS registered on the Update Service we require:

- Examination of the original certificate to ensure its authenticity and confirm that it matches the individuals identify.
- Consent from the applicant to make a check on the certificate status.

#### Induction:

New employees will undergo an induction programme and a probationary period, during which time they will read the Staff Handbook, policies and procedures and will be trained by a 'mentor' who will introduce them to the way in which the pre-school operates.

Staff will be given the following paperwork during their induction:

- Staff and Employment Policy
- New Employee Details Form
- Personal Details Form
- Staff Handbook
- Acceptable Use Agreement Form for signature by staff and volunteers
- Staff induction Form
- Child Protection Policy
- Annual Employee Disclosure Form
- Nappy Changing Policy.

Following the successful conclusion of the New Starts Induction Form, a Probationary Period Completion Form will be undertaken and submitted to the Trustees for authorisation. An appropriate letter confirming completion of the induction programme together with a Contract of Employment will then be issued.

Signed for and behalf of the Threemilestone Pre-school CIO

Trustee ..... (Sarah Wallis)