



SAFE RECRUITMENT OF STAFF POLICY

To ensure safer recruitment methods are practised when employing staff for the nursery we always use the following as vetting tools and staff's performance is reviewed regularly.

Recruitment Officer: Kim How (proprietor) and Gaynor Dicks (Manager) have overall responsibility for the recruitment of qualified and suitable employees. Staff conducting interviews will have undertaken the Safer Recruitment Training in accordance with the CWDC website: www.cwdcouncil.org.uk/safeguarding/safer-recruitment.

Job description: There will be a job description for every position and the job description will provide detailed guidance to applicants on the role. The job description will include a statement on the responsibility of the member of staff to safeguard and promote the welfare of children.

Advertising: The posts will be advertised widely and job adverts will clearly state the position, required skills, knowledge, expected qualifications and experience. Adverts will also include the hours and salary for the position. Job adverts will inform applicants that an enhanced Disclosure & Barring Service (DBS) check will be required for the post.

Applications: The applicants will be asked to explain any gaps in their employment history.

Short listing: Applicants will be short listed according to the criteria set out in the job advert by the named recruitment officers.

References: All applicants will need to provide references. One reference must be from the applicant's current or most recent employer. Pre-written references will not be accepted.

Interviews: Interviews will be undertaken by at least two people and one of the interviewers will have completed the Safer Recruitment Training course. Prior to the interview, applicants should be informed of the documents they will need to provide as evidence of their identification and in support of their qualifications. Pre-agreed questions based on the post will be used to conduct the interview and responses will be recorded. Any discrepancies on the application form or gaps in employment should be explored at the interview, as well as any individual questions arising from references or the interview. The interviewers will check whether the applicant is suitable for work with children. A stay and play session will be arranged for any potential candidates.

Checks: The applicant's identity will need to be verified with photographic proof e.g. a passport or driving licence. The applicant's qualification will need to be verified by the original documents. The applicant's right to work in the UK will be confirmed through scrutiny of appropriate documents. The applicant's health and physical capacity to undertake the role will be verified.

Grassroots Day Nursery has a duty under the Children's Act and other enactments to ensure that all staff are suitable for the job. To ensure that all members of staff, volunteers and students who come into contact with children are suitably vetted we carry out DBS checks.

**The person in charge of the DBS process/who manages the process and database is
Gaynor Dicks**

They are responsible for ensuring that:

1. The policy for enhanced DBS checks is adhered to in the application process for staff, volunteers and students.
2. Staff files, the Single Central Staff Record and DBS's are kept up to date for all staff and volunteers.
3. All checks are subject to a regular review (every 3 years) and are kept current.

Decision to appoint: Successful interviewees will be sent an employment offer letter clearly stating that the position is subject to a clear DBS check and satisfactory references.

Commencement of employment: Successful candidates will be required to undertake the Grassroots Day Nursery induction training, which guides them through the company's policies and procedures. Once the induction training has been fully completed the member of staff will be asked to sign to say that they have understood and agree to follow the policies and procedures. The staff file checklist must be completed with copies of all relevant documents attached.

Probation period: All new staff will be subject to a 6-month probation period with regular reviews after 1 month, 3 months and at the end of the 6-month period or more regularly if required. Probation periods may be extended if necessary.

SignedProprietor

Signed.....Manager

To be updated 1/11/2017 or before if required