

Recruitment Policy



Introduction

Chard NNI & School's Out is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The setting is committed to providing the best possible care and education to its children and to providing a supportive working environment to all its members of staff. It recognises that in order to achieve these aims it is of fundamental importance to attract, recruit and retain practitioners of the highest calibre who share this commitment.

The aims of this recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education in "Safeguarding Children and Safer Recruitment in Education 2007", DfE guidance on *Dealing with allegations of abuse against teachers and other staff*, replacing chapter 5 of the guidance "Safeguarding children and safer recruitment in education", and the Code of Practice published by the Criminal Records Bureau.
- To ensure that the setting meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment and Selection Procedure

All applicants for employment will be required to fill an application form providing information about their academic and employment history and their suitability for the role. The setting does not discriminate on the grounds of age.

The applicant will be provided with an information pack containing:

- Job description
- Person specification
- Application for employment
- Disclosure of criminal convictions and Rehabilitation of Offenders Act 197

The successful applicants will then be invited to attend a day's practical assessment prior to a formal Interview at which their relevant skills and experience will be discussed in more detail. If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the setting's standard terms and conditions of employment.
- The receipt of at least two satisfactory references (one of which must be from the applicant's most recent employer) which the setting considers satisfactory;
- The receipt of an enhanced clear Disclosure from the Criminal Records Bureau
- Documents confirming any educational and professional qualifications referred to in their Application Form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The setting complies also with:

- Safeguarding Children and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2010 along with any further amendments as they are published.
- The Equality Act 2010 along with further implementation as of April 2011.

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe the applicant is unsuitable to work with children.

DBS Check

Due to the nature of the work the setting applies for an enhanced criminal record certificate from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members, committee members and volunteers.

If there is a delay in receiving a DBS disclosure the setting has discretion to allow an individual to begin work pending receipt of the disclosure but they will not be left unsupervised with children at any time.

Trainees /apprentices will be checked either by the Early Years provider or by the training provider, from whom written confirmation will be obtained.

The setting maintains a single central record of recruitment checks undertaken.

All new members of staff will undergo an induction (*See induction policy*) that includes familiarisation with the **setting** child protection policy and staff behaviour policy and identification of their child protection training needs.

All staff sign to confirm they have received a copy of the child protection policy and staff behaviour policy.

All relevant staff (involved in early years settings and/or before or after school care for children under eight) are made aware of the disqualification and disqualification by association legislation

Volunteers

All Volunteers will undergo the safe recruitment checks appropriate to their role, in accordance with **the setting's** risk assessment process and statutory guidance.