



Safer Recruitment policy

The Safer Recruitment Policy consists of a set of practices to help make sure that staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. Safer recruitment should be a continuing process of improvement for every organisation whose work or services involve contact with children.

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.

Our 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 maintain staff of the highest calibre who share this commitment.

The aims of this Safer Recruitment policy:

- 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 "2012", DFE guidance on *Dealing with allegations 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 best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To safeguard and protect all children and young people by implementing robust safer recruitment practices
- To identify and reject applicants who are unsuitable to work with children and young people
- To respond to concerns about the suitability of applicants during the recruitment process
- To respond to concerns about the suitability of employees and volunteers once they have begun their role
- To ensure all new staff and volunteers participate in an induction which includes child protection.
- To ensure that all job applicants are considered equitably and consistently.
- 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.

Applicant for a job – All prospective candidates will be:

- asked to submit an application form containing questions about their previous employment and academic history along with their curriculum vitae.
- asked to provide two references from previous employment.
- will be invited in for a show round prior to interview as part of a meet and greet service.
- contacted either by email, letter or phone to let them know if they have been successful in reaching the next stage, a face to face interview.

Candidates that are invited along to an interview and 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
- Eligibility to work in the UK
- Their criminal history (disclosing anything that will show up on a DBS)
- Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.
- Where possible, references will be checked before the interviewing stage.
- During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

Staff involved in the recruitment and selection of staff to have safer recruitment training which we will keep updated and 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 1974

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" 2018 along with any further amendments as they are published.
- The Equality Act 2010 along with further implementation as of April 2011.
- Keeping children safe in education 2021

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 via our reference check list. All Reference check list must be sent to a professional email to ensure

Enhanced 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. We will pay for this service and ask you once this DBS is complete that you add yourself to the update service.

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.

Trainee staff who come to work with us for work experience will be checked either by the Early Years provider or by the training provider, from whom written confirmation will be obtained.

Apprentices: We are responsible for gaining DBS checks this is done as part of the induction process.

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 settings Child Protection Policy and Staff Behaviour Policy and identification of their child protection training needs.

All staff will:

- be given the chance to read all relevant safeguarding documentation such as: Keeping children safe in education.
- will sign to confirm they have read all policies of our setting and to state that they have received a copy of our handbook. By signature and date.
- be given their job contract and this will be signed as part of induction process.
- sign their job description to acknowledge their duties and responsibilities within their post.
- be made aware of the disqualification and disqualification by association legislation which is updated annually or as circumstances change.
- have regular supervisions to ensure that their practices are safe and meet regulatory standards within this process we talk about whistle blowing and safeguarding concerns.
- be part of a Three monthly review process which includes weekly supervisions with clear outcomes which are SMART.
- fully supported in helping them to achieve these goals and are fully included within this process.

We want all of our staff to feel safe and secure that we are here to support and empower them to become confident practitioners who understand the importance of safeguarding and putting this into practice.

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. Volunteers will not be left unattended with children at any time and the rules around their conduct will be made clear on induction.

GDPR and DBS

- We Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff. All Dbs numbers are kept on our one central record which is password protected.
- We do not retain disclosure information or any associated correspondence for longer than necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.