

**Smallville Nursery
Safer Recruiting Policy 2022
Updated March 2022**

To be Review March 2023

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Introduction

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

Recruitment Procedure

Before beginning the application process all prospective candidates are invited into the nursery to view the setting and ensure that our pedagogy matches their own. 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. 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, 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
- Documentation showing their national insurance number (NI card, P45 or P60)
- Documents confirming any educational or professional qualifications referred to in their application form.
- 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.

Successful candidates will receive a letter stating their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check.

Induction

Once offered a position, the staff will be on a 3-month probation period, during this time the staff will be trained in all areas and completed a completed induction programme. New staff who do not receive 2 full references will be placed on an extended probation of 6 months.

New members of staff will not be allowed to start work until their DBS has been checked and cleared.

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New employees will undergo an induction period, during which time they will read the employee handbook, nursery policies and procedures and will be trained by a “mentor” who will introduce them to the way in which the nursery operates.

Staff Induction

- Staff will be signposted to nursery policy and asked to sign a declaration to show they have read
- Fire evacuation procedure and fire routes
- Staff will be asked to complete up-to-date safeguarding training and trained on nursery forms and procedures
- Nursery manager will be modelled how to record child’s learning and set the expectation for learning journals.
- Training will be given on nursery procedures such as nappy changing, continuous provision

All staff members will be invited to and attend an annual ongoing suitability interview as well as an appraisal/performance review. Staffs are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the nursery.

Enhanced DBS checks

In accordance with the recommendations of the DFEs in “safeguarding children; safer recruitment and selection in education settings” the nursery carried out several - preemployment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBS). The nursery will cover the cost of the first check. The nursery will always request an enhanced disclosure as described below:

- An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

Smallville Nursery’s policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the nursery will.

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- 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
- 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. Once the member of staff has received her DBS certificate, they will be permitted to sign up to the update service which is £13 annually.

Checking qualifications from overseas

Overseas Candidates: Managers will ensure that overseas candidates have the legal right to work within the UK and verification of identity is essential. Once this has been established applicants from overseas should be subject to checks other than DBS which would not generally show offences committed by individuals whilst living abroad (other than Service Personnel and their families). In these circumstances the manager will seek to obtain a certificate of good conduct from the relevant Police force or Embassy in their country of origin and candidates can request such disclosure themselves which should be followed up by employers.

Earlyyearsoverseas.qualification@education.gov.uk

Qualifications achieved outside England

When an employee did not get their qualification in England they will have to make an application for recognition to work in early years education in England.

The Early years qualifications achieved outside England guidance covers the information you will need to apply for recognition of overseas qualifications to be counted in the EYFS staff: child ratios in England.

This applies to those in:

Scotland

Wales

Northern Ireland

Europe

Rest of the world