

Safer Recruitment Policy

Statement of Intent

The Acorn Nursery School aims to recruit the best possible staff for the position/s available. By following this Safer Recruitment Policy, we aim to ensure our recruitment process reflects best practice and is free from bias and discrimination. We understand our responsibilities under the Equality Act 2010.

Identifying the need

An analysis of the requirements of the role will be made by the Manager. Prior to any recruitment, decisions will be made about the following –

- The type of contract to be offered – full or part time, permanent or temporary.
- Timescales / key dates, including closing date for applications, interview dates and application format.
- Questions that will be asked during the interview for all candidates.
- Whether the job will be internally and / or externally advertised.
- Suitability checks required for the successful applicant.

The job description will include information about the position including the job title and description of the role and responsibilities involved. It will also contain details about the number of hours (full time or part-time) and whether the position is temporary or permanent.

The person specification will detail essential and desirable abilities, qualifications and experience preferred or required for the post. Applicants will also be provided with a list of documents to bring with them to the interview.

Advertising the post: advertisements (where required) will contain the following information – name of organisation, location of the job and type of contract; a contact name and how to request further details; safeguarding information – for example, a DBS check will be required and reference to the fact that the organisation complies with equal opportunities legislation.

Application process: the following documents will be provided – job description and person specification, application form and copy of the setting's Safeguarding Policy. Applicants will be required to write information on the application form which will help to confirm their competence in written English and their eligibility to work in UK to comply with employment legislation.

Receiving applications and short-listing candidates: The Manager will do the following -

- Review applications to determine the most suitable candidate for the role.
- Securely store applications until the deadline date.
- Use the person specification and job description as a checklist against which candidates' achievements and suitability will be measured.

Shortlisted candidates: The Manager will carry out an internet search on shortlisted candidates as advised by the statutory guidance Keeping Children Safe in Education and, where appropriate –

- The shortlisted candidate will be informed about the date and time of the interview.
- The Manager will request information from the applicant about reasonable adjustments they need me to make, to comply with the Equality Act 2010.

The interview: an interview is for The Acorn Nursery School to assess the suitability of the candidate and for the candidate to decide whether the role is attractive to them. Typically, the interview process will cover –

- Using the interview questions, including clarifying any questions relating to responses made in the application form or other documentation.
- Asking questions related to safeguarding / child protection and knowledge of working with children.
- Opportunities for the applicant to ask questions.
- Informing the applicant about timescales for making decisions.

Making the job offer: the successful candidate will be offered the post subject to –

- 2 strong references - see Appendix A for reference information.
- An Ofsted approved, child workforce, enhanced DBS check.
- Completion of health questionnaire.
- Completion of safeguarding declaration.
- Proof of identity, copies of which will be retained in the successful candidate's staff file.
- Evidence of right to work in UK.
- Proof of qualifications (where relevant).
- A successful probationary period as stated in the employee contract.

A start date will be agreed, and the job offer will be confirmed in writing.

Appendix A - Checking the suitability of new recruits

It is a requirement of the EYFS that the safeguarding policy includes this information.

Relevant legislation includes –

- The Early Years Foundation Stage (EYFS) – it is a requirement that providers ensure people looking after children are suitable to fulfil the requirements of their role. Providers must have effective systems in place to ensure suitability of staff. Staff must understand their responsibility for disclosing any arrests, charges, convictions, cautions, court orders, reprimands or warnings that might affect their suitability to work with children.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

- Childcare Act 2006 (sections 75 and 76) - it is an offence under section 76 of the Childcare Act 2006, to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children.

<https://www.legislation.gov.uk/ukpga/2006/21>

- The Childcare (Disqualification) Regulations 2009 – in the event of a disqualification, providers must not continue to employ the person. Providers must report any member of staff dismissed or who resigns before/during disciplinary action for inappropriate behaviour/concerns to the Disclosure and Barring Service.

<https://www.legislation.gov.uk/uksi/2009/1547/body/made>

To check the suitability of new recruits, The Acorn Nursery School will –

- Advertise the role.
- Ask questions about safeguarding during the interview process.
- Check the applicant has the right to work in the UK and complete identity checks on applicants.
- Request 2 references from applicants following EYFS requirements.
- Request the applicant applies for an Ofsted child workforce, enhanced DBS check.
- Provide new staff with an employment contract, job description, employee handbook.
- Ask the new staff member to complete a safeguarding declaration form.
- Ask the new staff member to complete a health questionnaire.
- Complete staff induction training.
- Put staff through an appropriate paediatric first aid course – see EYFS Annex A.
- Put staff through an appropriate safeguarding training course – see EYFS Annex C.
- Include a reminder for the staff member to 'inform the childminder about changes to suitability' on the daily attendance register.
- Include a question about continued suitability during supervision meetings.
- Ask the staff member to complete an in-house suitability declaration form annually.

Appendix B - Reference information

The EYFS states: Providers must record information about staff qualifications and the identity checks, vetting processes and references that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).

In relation to **reference checks**, the EYFS states:

Providers must obtain a reference before employment. Providers should:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the candidate's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.