



## **SAFER RECRUITMENT AND SUITABILITY**

### **Purpose**

We are vigilant in our recruitment procedures aiming to ensure the effective recruitment, selection and retention of the right staff required to meet the needs of the company. We are committed to recruiting a diverse workforce, which reflects the society in which we operate. This will be achieved through fair and systematic recruitment procedures, which ensure that appropriate selection decisions are made to meet legal, business, and best practice requirements in this area. We follow this procedure each time we recruit a new member to join our team.

### **Policy**

#### **Legal Requirements**

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the [Safeguarding policy](#) for further information.

#### **Advertising**

- We use a range of advertising methods including reputable websites, recruitment agencies, newspapers, and the local job centre to advertise any vacancies.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced DBS check and at least two independent references for every new employee.
- We use a clear, precise job description to enable what skills, experience, knowledge, qualifications, and personal attributes are required for a job

#### **Interview stage**

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description and a request for identification prior to the interview
- The manager will decide the most appropriate people for the interview panel. There will be at least two people involved and both are involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- All candidates reaching the interview stage are questioned using the same set of criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value-based and will ensure the candidate has the same values as the nursery with regard to the safety and welfare of the children in their care



- Every shortlisted candidate will be asked, where possible, to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and, where appropriate, parents.
- The manager and deputy will then select the most suitable person for this position based on their knowledge and understanding of the early year's framework as well as the needs of the nursery
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

### **Starting work**

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked, and copies taken for their personnel files
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee and its results will be considered in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the absence management policy within our Employment Policies and Procedures for more details about how the nursery manages health problems including access to medical records
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before or as soon as the member of staff commences work in the nursery, and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the new starter will not be allowed to look at any learning and development log or change the nappy of any child without an up-to-date enhanced DBS check, unless supervised by a member of staff who already holds an up-to-date enhanced DBS check.
- The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the DBS reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion considering the following:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children
- All employees are required to register and maintain registration with the Update Service. This enables managers to make regular checks for changes to suitability. This also applies to bank/casual staff.
- New starters are required to sign (either application form, contract, or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children.



- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery operates.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the [Safeguarding Children/Child Protection policy and procedures](#), [Critical Incident and Fire policy](#), [Inclusion and Equality policy](#) and [Health and Safety policy](#)
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

### Ongoing support and checks

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately**
- All members of staff will update a health questionnaire on an annual basis to ensure management has a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervision/review meetings. Management may require this more regularly when health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy.
- The Senior Management Team will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy within the Employment Policies and Procedures document for further details
- Every member of staff will have regular supervision throughout each year with the senior management team and receive a formal appraisal. This will provide an opportunity for the manager and members of staff to discuss training needs as well as evaluate and discuss their performance.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations, and constructive feedback
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

### DBS checks and updates service

For regular visitors to the setting, we strive to hold confirmation from the relevant companies that DBS and satisfactory recruitment checks have been carried out before allowing access to the setting and are never left unsupervised.

### Staffing levels

We view the safety and well-being of the child as paramount. Therefore, in the event of low staffing levels, the nursery will carry out the following procedure to ensure the safety of the children and staff:

- Contact our list of established cover staff (available in office).
- If unable to meet staff/child ratios then parents will be contacted to collect their child, until safe staffing levels are returned



- Children will be pooled together to free a staff member to contact parents and carers.
- Children arriving will either not be accepted in, or parents will be required to remain with their child on-site until staffing levels have returned
- We will endeavour to resume normal service as soon as possible.

#### **Associated documents:**

- [Safeguarding policy](#)
- [Emergency Closure and Critical Incident policy](#)
- [Fire policy](#)
- [Inclusion and Equality policy](#)
- [Health and Safety](#)
- [Employment policies and procedures](#)