



Safe Recruitment of Staff

May 2024

At Elsworth Pre-School we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure every time we recruit a new member to join our team.

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 pre-school or is still under investigation. Please refer to the Safeguarding & Child Protection policy for further information.

Advertising

- We use reputable newspapers/magazines, social media, websites, recruitment agencies and the local job centre to advertise 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 also include the requirement for an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad.

Interview stage

- We shortlist all suitable candidates against a set of pre-defined criteria 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, a person specification and a request for identification prior to the interview.
- The manager and/or Chair of Committee will decide the most appropriate people for the interview panel, depending on the role being advertised. 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 criteria and questions, depending on the role being interviewed for. 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 pre-school. The questions will be value based and will ensure the candidate has the same values as the pre-school with regards to the safety and welfare of the children in their care.

- Every shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the pre-school interacting with the children, staff and where appropriate parents.
- The Committee and Pre-School manager will then select the most suitable person for this position based on their scoring against the criteria and their knowledge and understanding of the early year's framework as well as the needs of the pre-school.
- Every candidate will receive communication from the pre-school 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.
- The pre-school 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 for more details about how the pre-school manages health problems including access to medical records.
- All new starters, other than those who have registered for the continuous update service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the pre-school 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 take photographs of any child, look at their learning and development log or change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not).
- An additional Criminal Record check (or checks if more than one country) should also be made for anyone who has lived or worked abroad.
- The pre-school 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 pre-school 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/committee'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.
- If the individual has been registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check.
- 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 or unsuitable to do so.
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the pre-school policies and procedures and the Manager/Deputy Manager will introduce them to the way in which the pre-school operates.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding & Child Protection policy and procedure, emergency evacuation procedures, Equality and Health and Safety policies.
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

On going 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 pre-school or involving people they live in a household with. Staff will face disciplinary action should they fail to notify the manager/committee **immediately**.
- The pre-school manager 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 for further details.



- Every member of staff will have a formal appraisal annually as well as supervisions throughout the year.
- The manager and deputy manager 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 pre-school will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

Adopted on:	30 th May 2024
Adopted by:	Sophie Mills, Pre-School Interim Manager Hannah Holland, Chair of Trustees
Next Review Date:	30 th May 2025