



Safe Recruitment of Staff

Stepping Stones Nursery is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who shares this commitment.

The aims of the nursery's recruitment policy are as follows:

- to ensure that the best possible staff are recruited
- to ensure that all job applicants are considered equitably and consistently
- 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 and age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in "safeguarding children: safer recruitment and selection in education settings" and the code of practice published by the Disclosure and Barring Services (DBS)
- to ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks

Advertising

- We use reputable websites and the local job centre to advertise for any vacancies
- We ensure that the recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced Disclosure and Barring Services (DBS), at least two independent references for each new employee.

Recruitment and selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Curriculum vitae will not be accepted in place of the completed application form. Any Candidate who submits curriculum vitae will be asked to complete an application form.

Applicants will receive a job description and person specification for the role applied for.

We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not. The manager and the proprietor/manager will both sit on the interview panel and are both involved in the overall decision making.

All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around 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 regards to the safety and welfare of the children in their care.



Candidates will be given a score for their answers including a score for their individual experience and qualifications

The panel will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery

Each candidate will receive communication from the nursery stating whether they have been successful or not.

The applicant may then be invited to spend some time in the Nursery on informal basis at which his/her 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 signing of a contract incorporating the nursery's standard terms and conditions of employment
- the receipt of two references (one of which should be from the applicant's most recent employer) which the nursery considers satisfactory
- the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Services (DBS)

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment. All appointments are subject to a three months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the nursery is 4 weeks. The nursery also reserves the right to extend this probationary period should it deem this necessary.

Pre – employment checks

In accordance with the recommendations of the DfEs in “safeguarding children; safer recruitment and selection in education settings” the nursery carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- current driving licence or passport or full birth certificate; and
- two utility bills or statements (from different sources) showing their name and home address; and
- documentation confirming their national insurance number (P45, P60 or national insurance card); and
- documents confirming any educational and professional qualifications referred to in their application form.
- Documents to prove they are eligible to work in the UK



Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should 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. 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 that the applicant is unsuitable to work with children. All referees will be sent a standard pre-employment reference form.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- areas of strength and areas in need of development
- any safeguarding issues involving the candidate

The nursery will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant.

The nursery will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Disclosure and Barring service

Due to the nature of the provision, the nursery applies for enhanced certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, directors and volunteers.

This will be initiated before 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 taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not)

Where the nursery uses staff from supply agencies then the nursery expects those agencies to have registered these staff with the DBS. Proof of registration will be required before the nursery will commission services from any such organisation.

Retention and security of disclosure information

The nursery's policy is to observe the guidance issued or supported by the DBS check on the use of disclosure information. In particular, the nursery will:

- Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific senior members of staff



- Not retain disclosure information or any associated correspondence for longer than is necessary.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding

Retention of records

If the applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specially requests the nursery to keep their details on file.

Commencing work

- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee
- All qualifications will be checked and copies taken for their personnel files
- 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 receive a mentor 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 policy and procedure, about emergency evacuation procedures, equality and health and safety issues

The new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress.

Induction procedure

Once offered a position the staff member will then be offered compulsory induction sessions. During this time the staff member is trained in all areas and has completed a full induction programme.

Documents given to the staff member during their induction are:

- Staff policy and procedure handbook- this includes Whistle blowing procedure, Staff code of conduct and Staff complaints and grievances
- Child protection/ safeguarding policy
- Staff details form
- Personal information form
- P46 form if required
- Certificates
- DBS application requested by the company
- Employee handbook



The induction programme also includes showing and observing the staff member using the correct procedure for:

- Fire evacuation procedure
- First Aid
- Our Security system and procedure
- Safeguarding and child protection
- made ware of our main officers for (SEN, etc)
- settling a new child,
- partnership with parents
- lunch time procedure
- play and interaction
- health and safety
- risk assessments
- planning and curriculum
- profiles and observations
- After the member of staff has completed their induction programme they would then have 3 months to have a clear understanding and some or all confident in all of the above areas and our policies and procedures.
- An interim probation review will then be carried out by the manager or deputy manager. This is where we would discuss how they feel they are getting on each area and we would get feedback from their room leader. A final review will be carried out in a similar manner at the end of the probation period to decide on the suitability of the staff member.
- This is where training is discussed, nursery responsibilities, areas of achievement and areas of improvement - with an action plan to put into place with follow up meeting arranged if required.
- All staff attends a monthly team meetings were we discuss as a team issues, events and our roles and responsibilities within the nursery.
- All staff attend regular training that relate to our main policies and their own roles and responsibilities
- All our policies and procedures are kept in the office.

Ongoing support and checks

- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties
- All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents



occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale

- Each member of staff will receive two meetings a year with the manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months
- 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.

Legal requirements

- The nursery abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage
- The nursery also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority 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.

This policy was adopted on	Signed on behalf of the nursery	Date to be reviewed
<i>August 2017</i>	<i>Adele Stone</i>	<i>August 2018</i>