



**Little Bookham & Effingham
Preschool**

Safer Recruitment Policy

The preschool is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We aim to:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the specific role at our preschool.
- Ensure that all job applicants are considered equally and consistently.
- Ensure that no job applicant is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as outlined in the Equality Act 2010;
- Ensure compliance with all relevant legislation, we follow recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (2022) and the code of practice published by the Disclosure and Barring Service (DBS).
- Ensure that the preschool meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

We implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

Advertising

All posts will be advertised internally first if appropriate. If an internal appointment is not possible, we will advertise on Indeed or via Linked In.

Our job advertisements, application forms, job descriptions and person specifications reflect our professional practice requirements and refer to the need to be committed to safeguarding and promoting the welfare of children.

Application forms will specifically require an applicant to disclose any previous allegations made against them both in relation to their personal and professional life.

All posts are subject to an Enhanced Disclosure and vetting, this will be made clear in the advertisement.

We welcome visits to the preschool by potential applicants. All visitors will be supervised at all times and will not be interacting directly with the children.

Application

CVs alone will not be accepted as part of a formal application, and will only be accepted as part of an initial expression of interest in the role.

Applicants will receive a job description and person specification for the role applied for. All applicants for employment will be required to complete our confidential application form containing questions about their academic and employment history with dates, explanations sought for any gaps in an applicant's work history and their overall suitability for the role.

Incomplete application forms will be returned to the applicant if the deadline for completed application forms has not passed.

Interviews

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail and take part in a supervised trial session with the children.

The interview panel will consist of Emma Smitheman (Manager and Co-owner) and Catherine Porch (Deputy and Co-owner). Both have had specific training in Safer Recruitment.

All staff have original identification documents checked, including; passports, birth-certificates, and qualifications.

The formal interview consists of asking both value based and competency based questions, including questions on safeguarding procedure.

References

When contacting an applicants current or previous employer, we include a cover letter which makes clear to the employer that they need to take all reasonable care to ensure that his/her statement:

- Is reliable and comprehensive - e.g. accurate dates of employment, DBS checks, any periods of sick leave;
- Is based upon an accurate assessment of an individual's qualities (any disciplinary action, known convictions etc)
- Focuses on the key criteria for effective performance in the specified post; and
- Offers a full and frank disclosure of all matters considered relevant by the author - e.g. candidates reason for planning to or actually leaving her/his post, the existence of any previous or current concerns or disciplinary action in relation to allegations of a child protection nature.

An employer reference should also be obtained in respect of internal candidates for posts involving direct contact with children.

References will be taken up on short listed candidates after the interview

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer, this will need to be in written format.

If the current most/recent employment does not / did not involve work with children, the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative to the applicant or in a relationship with the applicant. Any exceptions (such as being previously employed by a family member) must be fully discussed with the management at the interview or sooner.

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 the applicant is unsuitable to work with children.

We will compare all information provided on the reference against that given on the application form. Any discrepancies or inconsistencies will be taken up before any appointment is confirmed.

Disclosure of any convictions or cautions which they have received should be requested on the job application form. Any such details must be declared even if they would be considered 'spent' in other circumstances. All staff will be asked to apply for an Enhanced DBS Disclosure to verify their declarations.

Disclosure and Barring Service checks

All applicants will be asked to apply for an Enhanced DBS Disclosure before the commencement of employment. We require staff to sign up to the DBS update service, as DBS checks will be made at the start of every half term.

Limitations of Disclosures:

Disclosures may not provide information on people convicted abroad or where an applicant has worked or been resident overseas in the previous 5 years, or with respect to individuals who have had a limited period of residence in the UK, therefore caution must be exercised.

We would then seek advice from the DBS Overseas Information Service about criminal record checking overseas - see the [Disclosure and Barring Service \(Home Office\)](#).

Occasionally, an enhanced disclosure check may result in the local police disclosing non-conviction information to the registered body only and not to the applicant e.g. a current investigation about the individual. Such information must not be passed on to her/him.

Post Appointment & Induction

An initial job offer letter will be sent to the applicant, stating that this is dependent upon 2 satisfactory references and an enhanced DBS check.

References will be requested from at least two previous employers within the last 5 years and character references where applicable.

Staff will be given access to our policies, and will be expected to read and sign the Staff Code of Conduct as part of their terms and conditions of employment.

During the first week of employment the new member of staff will be given an induction by the Manager and will be asked to sign and date an induction form.

The induction will cover all aspects of the workings of the preschool including relevant information on safeguarding, the reading and understanding of our policies and procedures, codes of conduct and how to identify and raise concerns about the welfare of children. Specific Safeguarding training, if not already achieved, will be given to new members of staff at the earliest opportunity following their employment start date. We require staff to complete Surrey's "Working Together to Safeguard Children" eLearning.

Once the staff member has been successfully signed off their 12 week probation period they will then have termly supervision meetings with the manager. This is where training is discussed, areas of achievement and areas of improvement, work/life balance with an action plan to put into place with follow up meetings arranged if required. Please see our Supervision Policy for further details.

Assessing continued suitability for role

Staff are expected to inform us without delay if there is a change in their circumstances which may affect their suitability to work with children. This includes any convictions, cautions, court orders, reprimands or warnings.

They are also required to sign a declaration to this effect on a termly basis when completing supervisions. Should a member of staff be thought unsuitable, this information will be shared immediately with the Local Authority Designated Officer (LADO) and Ofsted within 14 days. (All contact numbers in setting Safeguarding file).

Staff are expected to inform us without delay of any health issues which may affect their suitability to work with children.

If staff are prescribed medication which may affect their ability to care for children, then they need to notify the management of their ongoing suitability. They should seek medical advice and only work with children if this advice confirms the medication is unlikely to impair their ability to care for children. Staff medication must be stored securely in line with our settings medication policy.

Staff are expected to pay due respect to the required dress code, confidentiality, use of mobile phones and social media and to conduct themselves at all times in an appropriate manner. Staff must abide by all setting policies.