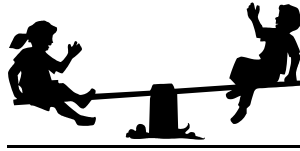


Safer Recruitment Policy



The safe recruitment of staff in pre-school is the first step to safeguarding and promoting the welfare of children in education. The pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The pre-school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The pre-school is committed to ensuring that the recruitment and selection of all who work within it is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The pre-school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the pre-schools Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process. All posts within the pre-school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service Check. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances.

The pre-school is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The KCC Disqualification Practice Guidance and Flowchart for schools and Settings (Child Care Act 2006 –Disqualification Regulations 2009) outlines the process to follow when determining the relevance of a criminal record to the position.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This pre-school is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

The pre-school will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that 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.

We recruit and induct our staff by:

- Advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds.
- Providing an application pack with relevant information for anybody who expresses an interest in an advertised job.
- Ensuring that all applications for positions are made using our standard application form.
- Involving more than one person to shortlist applicants for interview.
- Having at least two people (one with safer recruitment training) conducting a face-to-face interview with anyone we may want to appoint.
- Obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates.
- Requiring that all staff have an up to date relevant DBS check (including a check against the barred list). Staff who are convicted or cautioned for any offence during their employment with the pre-school will be required to notify the pre-school in writing of the offence and penalty. The pre-school keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.
- Requiring the production of evidence of the right to work in the UK if necessary.
- Referring to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and in certain circumstances referring names to the secretary of state.
- Providing an appropriate induction for all new staff.
- Ensuring that all staff are made aware, during their induction period, of how to keep children safe in pre-school.
- Appointing all staff on a trial period initially, with a review before they are confirmed in post.
- Using the list of processes below to follow a consistent procedure for recruitment, selection and induction.

Recruitment, selection and induction process

1. Plan your recruitment and selection process.
2. Advertise the vacancy.
3. Review all applications against the criteria in the job/role description.
4. Create a shortlist of suitable applicants.
5. Agree the interview questions and selection tools eg written English test, role play etc
6. Invite your chosen candidates to be interviewed.
7. Conduct interviews and verify every candidate's identity and qualifications.
8. Make decision in suitable appointment of candidate.
9. Make a conditional offer of employment, subject to satisfactory references and checks.
10. Consider any confidential information that the candidate has submitted along with his/her application, and discuss this with the candidate.
11. Complete the take up of references and checks.
12. Are all issues arising from the references, checks and self-disclosed information resolved? **Yes** – confirm the offer on a trial period **No** – withdraw the job offer.
13. Agree a start date.
14. Plan the induction.
15. New staff member starts. Follow through the induction programme.
16. Conduct regular supervision within the trial period to check progress.
17. After the trial period, are you satisfied with their progress? **Yes** –confirm new staff member in post. **Not completely** – consider extending the trial period and agree a further support package if appropriate. **No, progress has been highly unsatisfactory** – end the contract at this point.
18. At the end of the trial period extension, are you still unsatisfied with the new recruit's progress? **Yes** – end contract at this point. **No** – confirm new staff member in post.

This policy was adopted at a meeting of the pre-school on :

Signed on behalf of the Pre-School Committee :.....

Name & Position held :.....