

## SAFE RECRUITMENT OF STAFF



At Puddleducks nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team. The proprietor (Sarah Kelly) has completed accredited Safer Recruitment training with the Children's Workforce Development Council.

### Advertising

To advertise any vacant positions within the nursery, we use: -

- NYCC Family information service (FIS) website
- YorkOK website
- Indeed
- Nursery world jobs website
- Facebook
- We ensure that all adverts highlight our commitment to the safeguarding of children and we clearly state our safe recruitment procedures; including an enhanced Disclosure & Barring Service (DBS) check and at least two independent references for each new employee.

### Applications

- Applications in the form of a curriculum vitae will not be accepted. Each interested applicant must request an application pack from the nursery. The application pack will be included job description and person specification for the post, and a confidential application form, which must be completed and returned to the nursery in application for a position. The application form asks questions about employment dates and in turn highlights gaps in employment. These gaps are then challenged and questioned during interview.

### Interview stage

- We shortlist all suitable candidates against a preset specification and ensure successful applicants receive correspondence to inform them of reaching the interview stage
- All shortlisted candidates will receive a job description, a person specification, and a request for identification prior to the interview
- The manager and one other will sit on the interview panel and are both 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 photo card driving licence. All candidates will be required to prove they are eligible to work in the UK
- 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
- Each shortlisted candidate will be asked to take a tour of the nursery with the manager and they will be observed in doing so. Do they interact with other staff & children?
- The manager and owner will then select the most suitable person for this position based on the interview and their knowledge and understanding of the early year's framework as well as the needs of the nursery

### 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 (e.g. their GP). These references will be taken up BEFORE employment commences and will be in writing.
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee

- All new starters will be subject to an enhanced disclosure and barring service check (DBS) check whether they currently hold an enhanced DBS check or not. 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.
- All qualifications will be checked, and copies taken for their personnel files
- All new members of staff complete 'safeguarding; FGM ; Prevent duty training' before or during the induction process.
- 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 Children policy and procedure
- The new member of staff will receive regular meetings with their supervisor during their induction period to discuss their progress.

### 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 regular supervision meetings with a manager. This will provide an opportunity for the manager and member of staff to discuss training needs; concerns about children; colleagues etc. (see supervision of staff policy)
- 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 children policy for further information.

Internal use only

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>	<b>Date last reviewed</b>	<b>Date for review</b>
June 2012	Sarah Kelly	June 2012	January 2020	Ongoing & regular