



## Safer Recruitment Policy

The Preschool takes its commitment to Safeguarding and Promoting the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education. We will ensure that people are treated solely on the basis of their abilities and potential, and will comply with the requirements of DfE Keeping Children Safe in Education.

## Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

*“Tithe Barn Preschool is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”*

*“The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.”*

## Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post
- An Application Form
- Reference to the Safeguarding Policy and the Safer Recruitment Policy
- An outline of terms of employment including hourly rate
- The closing date for the receipt of applications



## Short Listing and Reference Requests

The Manager's of Tithe Barn Preschool will shortlist applicants for the post. The criteria for selection will be consistently applied to all applicants.

- The Manager's will agree the applicants to be invited to interview
- Two references, one of which must be from the candidate's current/most recent employer
- At least one must be in written form, the other may be a telephone call
- Candidates are entitled to see and receive copies of their employment references and should request these from their referees.
- References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies.
- If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's name, role and relationship to the candidate
- Details of the candidate's current post
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people
- The candidate's suitability for the post with reference to the job description

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

## Interviews

Before the interviews, the Manager's will agree on the interview format. Interviews will always be face-to-face.

Candidates invited to interview will receive:

- A letter/email/phone call confirming the interview and any other selection techniques
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which



would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals)
- Obtain a certificate for an enhanced DBS check with a barred list information
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- Verify professional qualifications (original certificates), as appropriate
- Require the candidate to complete the preschool's Staff Suitability Declaration

All checks will be:

- Documented and retained on the personnel file
- Recorded on the preschool's Staff Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

## Offer of Employment by the Managers

The offer of employment and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the Safer Recruitment Policy checks and satisfactory references. The successful candidate will be informed, normally by offer letter/email/phone call, that the appointment is subject to satisfactory completion of these checks.

A Personnel file and Staff Central Record and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes
- References
- Proof of identity



- Proof of right to work in the UK e.g. NI Number
- Proof of relevant academic qualifications
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Signed contract of employment

All new employees will be provided with The Staff Handbook. An induction programme will cover all relevant matters of the preschool policies including Safeguarding and Promoting the Welfare of Children, Child Protection Procedures, Whistle Blowing and guidance on Safe Working Practices.

## Volunteers

Volunteers who help on a regular basis will have a short interview covering our policies on Safeguarding, Child Protection and Whistle Blowing. They will complete a Volunteers Application Form, have DBS checks and sign a Volunteers Job Description. Volunteers who help on an occasional basis (e.g. trips/Stay & Play events) are supervised, in accordance with legislation.

## Students on Placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at preschool. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS. Students on work experience will always be supervised.

Written September 2016

Reviewed June 2017; Review June 2018

Signed: