**Safer recruitment policy**

**Introduction**

At The Meadows Childcare we ensure that all staff and those working with children are suitable to do so. As part of our recruitment process, we are extremely vigilant and ensure new staff joining our team follow the steps outlined in this policy.

We are committed to providing the best possible care to the children attending our settling. We are also committed to providing a supportive working environment for all its members of staff. The setting recognises that, in order to achieve these aims it is fundamental to attract, recruit and retain staff who share this commitment. The Meadows Childcare will follow a strict safeguarding procedure to protect all children in our care and expects all staff and volunteers, students and agency staff to share our commitment.

**Recruitment Procedure**

All prospective candidates will be asked to fill in an application form containing questions about their previous employment and academic history. This application process also requests an up-to-date curriculum vitae.

Applicants will then be contacted either by email, letter or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview. The first face to face interview is conducted away from children within the setting. This could be at a time outside opening hours, or in our reception.

Candidates that are invited along to an interview are asked to bring with them:

* Either a current driving licence, passport or full birth certificate
* A recent utility bill or statement (within 3 months) showing their name and address
* Documentation showing their national insurance number (NI card, P45 or P60)
* Documents confirming any educational or professional qualifications referred to in their application form.
* Eligibility to work in the UK if not British national
* Their criminal history (disclosing any spent or unspent convictions) DBS certificate

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.

All references should include:

* Performance history of the applicant
* Whether the applicant has been subject of any child protection concerns
* Any specific concerns which the referee has regarding the applicant working with children
* Skills and attribute the applicant can bring to the role advertised.

We are aware that many settings now do not give full references, however we must at the very least find out if there was any safeguarding concerns and their start date / ending date.

During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

Successful candidates will then be asked to attend a second interview where they will be shown around the nursery within opening hours. This second interview allows suitable candidates to interact with the children whilst under supervision, and to understand how the nursery operates.

Following the second interview, the successful candidate will receive a letter stating their job offer is conditional, dependant on the return of usually 2 satisfactory written references, one being from their last employer and one from their most recent role working with children. Also, dependant on a clean enhanced DBS check.

**Induction**

Once offered a position, the staff will be on a 6-month probation period, during this time the staff will be trained in all areas and complete our induction programme.

New members of staff who have previously held a DBS but are not currently on the update system will be allowed to work under supervision but will not be able to provide intimate care (nappy changing or supervising toileting) to any child until their new DBS is completed and they are on the update system.

New members of staff with no previous DBS certificate will not be allow to start employment with The Meadows until all checks are complete.

New employees will undergo an induction period, during which time they will read the employee handbook, nursery policies and procedures, the code of conduct and will be trained by a “mentor” who will introduce them to the way in which our setting operates. Any successful applicant will not be considered employed until the documents within their induction pack are completed.

**Documents given to staff during their induction:**

1. Staff policy and procedure file, Parents policy and procedure file, Code of Conduct and Health & Safety folder
2. Application Information Pack:

**Application information pack contains:**

**Personal details**

* + name/ any previous names
	+ Current address
	+ NI Number

**Education and Training History**

* + Qualification and awarding body
	+ Details of recent training competed
	+ Professional Member(s)

**Employment History**

* + Full history of employment (in chronological order, including start/end dates)
	+ Includes all types of employment (full time/part time/voluntary)
	+ Dates/information for any period of unemployment

**Declaration Form (to be signed by applicant)**

* + Applicant confirms that all information provided to be true/correct and up to date. False details could lead to the application been rejected and potential referral to Police.

**Convictions**

* Applicant must disclose any spent and unspent convictions

All staff members will be invited to attend regular staff supervisions as well as annual appraisals. Staff are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children and not wait until their supervision / appraisal, which includes any health concerns or incidents that have occurred outside the nursery.

**Enhanced DBS checks**

In accordance with the recommendations of the DFEs in ‘safeguarding children; safer recruitment and selection in education settings’ the nursery will carry out several pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBS). The nursery will cover the cost of the first check. The applicant/employee will cover the cost to be on the update system. The nursery will always request an enhanced disclosure as described below:

* An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
* If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion
* on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The nursery’s policy is to observe the guidance issued or supported by the DBS 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 members of staff (Management Team including Owner, Manager and Deputy Managers)