

# **Safe Recruitment Policy**

## **Recruitment, selection and vetting checks:**

### **Recruitment**

Staff are recruited through Job agencies and adverts through appropriate publications. Current staff can apply for positions within the setting.

### **Interview**

- All suitable candidates will be invited to an initial office interview. All candidates will be provided, at interview, with a Job description that includes reference to the responsibility for safeguarding and promoting the welfare of the children in the setting.
- The Job description will include a person specification with a specific reference to working with children.
- All candidates will be expected to provide an up to date C.V. and where relevant a National Record of Achievement along with evidence of training and qualifications.
- All candidates will be asked about previous employment history and any disciplinary action, allegation or concerns about their suitability for employment.
- Gaps in employment will need to be explained and verified.
- All candidates will be expected to provide contact details of two independent professional and character references to obtain confirmation of the applicant's suitability to work including any disciplinary action, allegation or concerns. These should include at least one previous employer.
- Where applicable candidates will be required to provide a current DBS certificate.

### **Selection**

All candidates will be assessed on set questions relevant to the position they are applying for, including knowledge of the EYFS. Their responses will be marked against pre recorded answers. Unsuccessful candidates will be informed in writing.

Successful candidates will be:

- asked to attend a second interview where they will spend time with the children and where appropriate provide and carry out a lesson plan suitable

for a group of children of a nominated age. They will also be asked to evaluate their performance

- marked against predetermined criteria to help determine the best candidate for the position. Unsuccessful candidates will be informed in writing.
- asked to provide proof of identification and residence including photographic evidence, a copy of which will be held in their personnel file. (Driving license, Passport, utility bill etc)
- required to complete and update as necessary a health questionnaire which includes physical capability for the job.
- required to complete an annual Staff Disqualification Declaration form and to inform the manager or Director of any changes in circumstances.
- required to complete a successful Disclosure and Barring Service enhanced disclosure., which they will need to pay for at the time of application. The number and date of this will be kept in the candidates personnel file. If necessary the setting will request a List 99 from Capita while their DBS clearance is being processed.
- Informed that their personal details will be recorded onto the Nursery Single Central Record Grid.

If the Candidate is not a UK resident they will be required to provide proof that they are entitled to reside and work in the UK.

A record showing that all checks have been carried out will be held on the single central record (register) and updated as necessary.

Reviewed by Jillian Pascale August 2018