**Safe Recruitment Policy and Procedure**

**This policy should be read in conjunction with: Data Collection Policy, Safeguarding Children, The Performance Management Policy, Equalities and Diversity Policy, Health and Safety Policy, Safeguarding Children Policy, Confidentiality Policy and Staffing and deployment Policy. Also correlates with EYFS April 2017 – Section 3, all of which sets out the frameworks for supporting staff, parents, carers and children.**

**Policy Aim**

To set out the minimum requirements of a recruitment process that will:

* Attract and select the best possible applicants to vacancies
* Deter, identify and reject prospective applicants who are unsuitable for work with children or young people
* Meet statuary requirements of the Equality Act 2010
* Treat all applicants fairly and clearly.

**Recruitment and Selection Procedures**

At Patcham Village pre-school we are vigilant in our recruitment procedures. We follow this procedure every time we recruit a new staff member to our team.

**Identification of recruiting panel**

* We strive to have a minimum of two people on our recruiting panel. The same two people are involved in every step of the process.
* At least one member of the panel will have attended training in safe recruitment procedures

**Advertising**

* Staff are recruited by advertising through: Facebook, online, locally and word of mouth, within the local community or adverts in appropriate publications. Current staff can apply for positions within the setting. All our adverts include a ‘recruitment and selection policy statement’ which gives details of our equal opportunities policy and safe recruitment procedures. For example “Patcham Village 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. All applicants are subject to a satisfactory enhanced check by the Disclosure and Barring Service (previously the Criminal Records Bureau) and at least two independent references”.

**Job application pack / recruitment materials**

* Any person enquiring about the post will be supplied with a job application pack which as a minimum, will include:
  + Job description and person specification
  + An application form
  + A copy of our recruitment and selection policy is available online
* All applicants must complete, in full, an application form. CV’s will not be accepted.

All interested applicants will be sent prior to interview, a job pack containing:-

* An application pack which will include:
  + A Job description of the post advertised
  + A person specification with a specific reference to working with children.
  + Application form

**Shortlisting**

* We shortlist all candidates against the person specification for the post.
* We ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
* We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

**Interview stage**

All shortlisted candidates will be invited to an initial interview. Interviews will always be face to face.

All candidates will be expected to bring to interview one of the following original documents verify:

**Eligibility to work in the UK:-**

* **P45 or P60**
* **Proof of National Insurance number**
* **British passport**
* **Passport confirming citizen of EEA**
* **Birth certificate issued in UK or republic of Ireland**

**Proof of identity:-**

* **Passport**
* **Photo Driving Licence.**

**Proof of Qualifications:-**

* **Original certificates**
* **Certified copies**

**Employment History**: All candidates will be required to;

* + Give details of their previous employment history and to explain and verify any gaps in employment, anomalies or discrepancies in the information available.
  + Declare any information that is likely to appear on a DBS disclosure
  + Demonstrate their capacity to safeguard and protect the welfare of children and young people

**Selection process**

All candidates will be assessed on set questions relevant to the position they are applying for including EYFS. Their responses will be noted and marked against ‘fully met’, ‘Partly met’ and ‘Not met’. Each candidate will receive communication stating whether they have been successful or not.

Candidates who are successful at initial interview stage will be asked to attend a second interview, where they will spend supervised time with the children.

Successful candidates will be required to complete and update as necessary a health questionnaire which includes physical capability for the job.

Successful candidates will be required to complete a successful Criminal Records Bureau enhanced disclosure. The number and date of this will be kept in the candidates personnel file.

**Employment checks**

* 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. These references will be taken up BEFORE unsupervised access to children is allowed
* Referees will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
* Referees will always be asked specific questions about the candidates suitability for working with children and young people any disciplinary warnings, including time expired warnings that relate to the safeguarding of children, the candidates suitability for the new post
* The successful candidate will be subject to an enhanced DBS check (Disclosure and Barring Service) previously known as a CRB check (Criminal Records Bureau) prior to starting work.
* The new employee, both volunteers and paid staff, will not have **unsupervised** access to any children in the setting before the DBS check comes back and a decision is made about that person’s suitability. In addition they will not take photographs of children, will not have access to any child’s records and learning & development information and will not change the nappy of any child.
* All qualifications will be checked against actual certificates and copies taken for their personnel files.

A record showing that all checks have been carried out will be held in the candidates personnel file.

**Induction**

* For all new staff, a clearly written and structured induction programme is in place that includes training, shadowing and opportunities to read and discuss policies and procedures.
* The induction plan sets out what new staff members will cover before beginning work and throughout the 3 month induction period.
* All new staff will be allocated a buddy / mentor who will introduce them to the way we work at Patcham Village Pre-School.
* Throughout the induction period, all new staff members will have regular formal supervision 1:1 meetings with the manager and their mentor to discuss how it’s going and identify any further training and development needs.

This policy was reviewed on 28th July 2020 and replaces that which was adopted by Patcham Village Pre-school on 5th July 2019.

Signed by:

Manager (Janet Hornsby)

Date: