Scarning Pre School Safer Recruitment

Safer Recruitment Policy

At Scarning Pre School, we are committed to ensuring the safe and thorough recruitment of all staff, volunteers, and contractors. We will always adhere to the Norfolk Safeguarding Children Board's procedures, including specifically the Safer Workforce Policies and Procedures.

We will ensure that the Manager or Deputy Manager is Safer Recruitment trained. The Manager and one other person will always conduct the interview. In the absence of the Manager the Chairperson may be called upon to conduct the interview. At least one person conducting the interview will be Safer Recruitment trained.

This policy outlines the recruitment procedures for all positions at Scarning Pre School, ensuring that we:

• Safeguard children by preventing unsuitable individuals from gaining access to children.

• Recruit staff who can uphold the values and ethos of Scarning Pre School.

• Meet all legal requirements, including employment laws and EYFS staffing ratios. This policy applies to all aspects of recruitment, including permanent, temporary, and voluntary positions

Job description and person specification

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant personnel – e.g. committee members, trustees, and managers.

Recruitment publicity

All vacancies will be advertised through appropriate channels, including www.norfolkchildcarejobs.com as well as social media resources and local means such as the Pre School-Notice board. We will ensure any advert contains a commitment to safer recruitment and safeguarding children. Vacancies will be advertised internally initially then externally if required.

Information pack

We will compile a suitable information pack for the candidate worker or volunteer and ensure it contains all necessary information about the organisation, role, recruitment timetable, safeguarding policy, and an application form for them to read through before interviewing with us.

Written application form

Interested candidates must submit a completed application form which will include personal details such as name, past names, past and current work/volunteering experience, and details of qualifications. It should also include explanation of all gaps in employment, following with a covering letter explaining their suitability for the role. Applicants should also provide current and recent addresses for the past 5 years.

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Selection criteria

Shortlisting will be based on the candidate's ability to meet the essential criteria outlined in the job description. All shortlisted candidates will be subject to rigorous checks, including:

- Reference checks.
- Verification of identity, qualifications, and employment history.

We will develop a list of essential and desirable qualifications, skills and experience and select people against this.

Written Declaration

We will remind applicants that posts involving working with children are exempt from the Rehabilitation of Offenders Act.

We will ask for a statement in writing from the candidate that they have no past or current convictions, caution or bind-overs and no pending court cases.

Identification

The candidate will be required to provide photographic documentation to confirm identity, such as passport or driving licence, and, for example, a utility bill that contains proof of their currant address.

Qualifications

The candidate will need to be able to provide all original documentation for any qualifications they may have.

Interview

The interview process will involve a face to face with at least two senior members of staff, one or both of whom will have completed safer recruitment training from the setting and/or the committee. We will discuss with the applicant information contained in their application form and explore their attitudes towards working with children. This also provides an opportunity to discuss our child protection policy and to ensure that the applicant has the ability and commitment to meet the standards required.

We will talk about the application including:

- The candidate's understanding of safeguarding and child protection.
- Their experience and knowledge of early years education.
- Areas in which we need to know more details such as gaps in employment history and vague statements or unfamiliar qualifications.
- Frequent changes of employment
- What their motives are for wanting to work with children

- Their commitment to the ethos and values of Scarning Pre School.

References

Contact details for at least two references, one of whom should be the current or most recent employer. All references must come from a business email or address and be from a line manager of the candidate.

DBS Checks

We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role will we allow the staff member or volunteer to have contact with children. We will ask you to enrol on the update service voluntarily, which is paid by the staff member or volunteer and give consent to us periodically checking the status of your DBS for continued safeguarding checks within our setting.

All professional working here on a regular basis, who are not on the update service, will show the original copy of their DBS/Identification and a letter of assurance from their companies/organisations as confirmation of the safeguarding and right to work checks they complete with all their team members, as well as ongoing procedures.

All professionals visiting the setting will not be left unsupervised with children.

Post-Appointment Induction

All new staff will undergo a structured induction process, which includes:

• A thorough introduction to the setting's policies and procedures, including safeguarding, whistleblowing, and health and safety.

• Training on safeguarding and child protection in line with EYFS and DfE guidance.

• An overview of the setting's ethos and expectations.

Training on Child Protection and Safeguarding Children should be given within 3 months.

Approved by:

Amy Leeder

Deputy Manager

28/10/2024

This recruitment policy reflects the safeguarding obligations of Scarning Pre School and ensures that all recruitment practices are designed to promote the safety, well-being, and development of children in our care.

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