



## Safer Recruitment of Staff

EYFS: 3.9 – 3.26

At Cressington Manor Nursery, we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to fulfil the requirements of their role. We have effective systems in place to ensure that practitioners and any other person who may have regular contact with children are suitable.

We follow this procedure when we recruit a new member to join our team.

### Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations including our legal responsibilities under the Equality Act 2010..
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

### Advertising

- We use either reputable websites or ~~the local job centre~~ government job boards to advertise for any vacancies.

### Interview stage

- We shortlist all suitable candidates against a pre-set specification.
- All shortlisted candidates will receive a job description, a person specification, and a request for identification prior to the interview.
- The recruitment manager will decide the most appropriate people for the interview panel. There will be at least two people involved and both are involved in the overall decision making.
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history.



- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- Candidates will be ranked for their answers based on their individual experience and qualifications.
- Shortlisted candidates may be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children and staff and where appropriate parents.
- The management team will then select the most suitable person for this position based on these criteria and their knowledge and understanding of the early years framework as well as the needs of the nursery.
- Every candidate will receive communication from the nursery stating whether they have been successful or not and can have feedback if they wish.

### **Starting work**

- The successful candidate will be offered the position subject to two references from previous employment, or, if this is not possible due to employment history being limited their tutor and/or a personal or professional capacity reference. Where possible, these references will be taken up before employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files where applicable.
- After the job has been offered a health check questionnaire will be given to the employee in the form of our staff suitability declaration. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the absence management policy for more details about how the nursery manages health problems including access to medical records
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service



(DBS) check. Where possible, this will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear.

- Further to this, the new starter will not be allowed to change the nappy of any child without an up-to-date enhanced DBS check (whether supervised or not).
- An additional criminals records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad.
- The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken.
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children.
- If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check.
- New starters are required to sign our staff suitability declaration to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery operates.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy



and procedure, emergency evacuation procedures, equality policy and health and safety issues.

- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress support required and/or further training and professional development opportunities.

### **Ongoing support and checks**

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire' or more regularly if the company deems it appropriate). This includes any incidents occurring outside the nursery. Staff may face disciplinary action should they fail to notify the manager **immediately**.
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy
- The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary Policy for further details.
- Every member of staff will ~~have~~ have regular reviews with the manager each year. This will provide an opportunity for the manager and member of staff to discuss training needs as well as evaluate and discuss their performance.
- The manager, deputy and lead nursery practitioners will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.