



Little Acorns Nursery at High Halden

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Safer Recruitment Policy

Little Acorns Nursery is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it is most importance to attract, recruit and retain staff who shares this commitment.

Our aim is;

- To ensure that the best possible staff are recruited.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, belief, sex or sexual orientation, marital status, disability and age.
- To ensure compliance with all relevant recommendations and guidance including the welfare requirements in the EYFS, the recommendations of Department for Education and Skills (DFES) in 'safeguarding children: safer recruitment and selection in Criminal Records Bureau (CRB) now known as DBS (Disclosure and Barring Service)
- To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

Recruitment and selection procedure

An advert will be posted in the relevant newspaper advertising the job vacancy for approximately 2 weeks.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Any candidate who submits a curriculum vitae will be asked to complete an application form. Applicants will receive a job description and person specification for the role applied for.

Once all application forms have been submitted the process of formal interviews will then take place at the Nursery by the nursery management and trustee committee.

From there the applicants will be short listed by the interview given. All applicants shortlisted will be asked to come back for a second time and spend a morning or afternoon in the nursery on a formal basis watching how the applicant interacts and carries out simple tasks asked of them for that role.

If it is decided to make an offer of employment following the second interview, any such offer will be conditional on the following the agreement of a mutually acceptable start date and signing of a contract incorporating the nursery's standard terms and conditions of employment;

- Receipt of documents for preventing illegal work in the uk (see guide for employers on preventing illegal working in the uk may 2012) which will be checked and photocopied.
- The receipt of two written references (one of which should be from the applicants most recent employer) which the nursery considers satisfactory.
- The receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.
- A completed health declaration from health declaration booklet.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment. All appointments are subject to a three months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the nursery is 4 weeks. The

nursery also reserves the right to extend this probationary period should it deem this necessary.

Pre-employment checks

In accordance with the recommendations of the DFEs in 'Safeguarding children; safer recruitment and selection in education settings' the nursery carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications

- Current driving licence or passport or full birth certificate; and
- Two utility bills or statements (from different sources) showing their name and home address; and
- Documentation confirming their national insurance number (P45, P60 or national insurance card); and
- Documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer. If the current/most does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All

referees will be sent a copy of the job description and a person specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following;

- The applicants dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people.

The nursery will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials. The nursery will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Disclosure and Barring Service

Due to the nature of the work, the nursery applies for Disclosure and Barring Certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff, committee, volunteers and students. 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 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
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.

This policy was adopted at a meeting of Little Acorns Nursery

Date to be reviewed.....

Signed on behalf of the management committee.....

Name of signatory.....

Role of signatory (e.g. chair/ owner).....