

2.1 Safe Recruitment of Staff

EYFS: The Safeguarding and Welfare Requirements
3.9 – 3.26

Policy Statement

At Hopes and Dreams Montessori Nursery we are committed to ensuring that all staff, including students and volunteers and supply staff are suitable to work with or be in regular contact with children. We have vigilant systems in place to ensure that this includes making a decision about suitability, as part of the recruitment process and monitoring continued suitability, as part of regular staff or student supervision.

Procedures

Advertising

Posts are only advertised if no redundancies have been made or are imminent. In this case, those made or being made redundant, will be invited to apply for the position previous to it being advertised.

For senior roles, we will advertise internally first and then if there is no successful applicants, we will then advertise publicly.

- We use reputable websites, social media platforms, newspapers, local job centres and recruitment agencies to advertise any vacancies
- We ensure that all recruitment literature includes details of our Equality, Diversity and Inclusion Policy, our safe recruitment procedures and our requirement of a Disclosure and Barring Service (DBS) check,

Recruitment Bonus

We also offer a £1000 bonus to any employee who successfully introduces a new member of staff to us. They receive £100 in their salary the month after the successful applicant has started, £400 following the applicant completing a successful probation period and the final £500 on the new employee reaching one year employment.

Interview Stage

- The Nursery Management will view all candidates to illuminate those who do not meet a pre-set specification such as qualification.
- Management will ensure all applicants who meet the requirement are contacted, regardless of whether they are successful in reaching the interview stage or not.
- All candidates are required to complete and return our Hopes and Dreams application form, along with copies of their relevant qualifications prior to shortlisting and all applicants who return their form will be required to complete a pre-interview telephone call to ascertain any uncertainties from the

application form e.g. qualifications, gaps in employment, references, DBS status etc.

- Pre-interview calls are made by a member of the Management Team. All applicants who can satisfy the telephone interview queries will be invited to the next step of trial and full interview. Please note 'Trial' is a supervised practical exercise with the children within the classroom.
- On shortlisting to trial/interview, references provided will be applied for and where possible, received prior to trial/interview and candidates will be required to complete a 'Trial Day activity Form'
- On attendance of the applicant's trial/interview, they will be required to provide photographic identification prior to being able to carry out their trial in the classrooms. At this stage, we also take copies of qualifications and record DBS information.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance a child's development and to evaluate a candidate's understanding of the legal frameworks applied to childcare used in the Nursery. The questions will be value based and will ensure the candidate adopts the same values as the Nursery, with regards to the safety and welfare of the children in their care
- Interviews will be carried out by a minimum of two interviewers, with at least one of these having received specific training in Safer Recruitment. Please note, the two people interviewing will not have taken part in the telephone interview.
- Candidates will be given a score for their answers including their individual experience suitable for the role they are applying for.
- Feedback on the candidate's performance in the classroom will also be taken into consideration as part of the final decision.
- Each candidate will receive communication from the Nursery stating whether or not they have been successful in their application.

On offer of a position

- The successful candidate will be offered the position, subject to at least two written 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* employment commences. This will be taken verbally and followed up with a written reference, which will form part of their personnel file.
- Candidates will need to provide proof of their eligibility to work in the UK.
- All new members of staff must complete an 'Employee Starter Pack' which includes a Confidentiality Agreement, a Disqualification Status Disclosure and a Health Check Questionnaire. The results of the Health Questionnaire will be taken into account in making an overall decision about suitability. 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 policy **11.7 Managing Staff Absence** for more details about how the Nursery manages health problems including access to medical records
- All new starters will be subject to a Disclosure and Barring Service (DBS) check. Please see policy **2.2 Obtaining a DBS Check**
- The Nursery will record and retain on the Staff Central Record (SCR) 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.

- All new employees will then be placed on a six-month probation period

On-going Support and Checks

- All employees will, as part of their annual appraisal, will be asked to complete a new Health Declaration will be asked about their DBS status. If the individual has registered on the DBS system, Management will check the DBS service.
- This ensures the Management Team has a good knowledge of any changes that may require support, or any additional resources that could be implemented in order to aid them in carrying out any day-to-day duties
- All employees are responsible for notifying management in person should any circumstances arise that may affect their suitability for working with children. This must include any incidents that occur outside of the Nursery. Staff may face disciplinary action should they fail to notify Management, within a reasonable timescale, of any action that may affect their suitability to work
- Each employee will receive a minimum two performance management meetings per year, please see policy **3.1 Staffing, Training and Development** for further information
- Nursery Management act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

Legal Requirement

- Equality Act 2021
- EYFS 2021
- Rehabilitation of Offenders Act 1974
- Disclosing and Barring Service

Reviewed: April 2022	Next review date: April 2023
Signed on behalf of the nursery: <i>L. Thorpe. Zuzanska</i>	