



Home-Grown in Malvern Safer Recruitment Policy

The setting takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- Staff responsible for recruitment have completed “Safer Recruitment” training.
- We only use reputable job sites and the job centre website when advertising any vacancies.
- All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- Safeguarding questions and scenarios will be posed to candidates to check their understanding of safeguarding procedures.
- Following an interview, successful applicants will be asked to prove: Their identity (passport or photocard driver’s license) Relevant qualifications (certificates) Eligibility to work in the UK (official paperwork) Their criminal history (disclosing anything that will show up on a CRB)
- Detailed enquiries will also be made regarding any gaps in their employment.
- The nursery manager and proprietor (or supervisor) will be present at interview although the final decision regarding employment will always remain with the proprietor.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.

Starting work

- The successful candidate will be informed that their job offer is conditional, dependant on the return of two satisfactory written references and an enhanced Criminal Records Bureau check.
- Written references must be personally addressed to members of the management team and not “To whom it may concern”
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their CRB check comes back clear.
- New members of staff will not be left unattended in the company of children until we receive EY2 consent from Ofsted.
- New members of staff will undergo a 6 month induction period during which time they will read and discuss the nursery’s policies and procedures and receive a mentor who will introduce them to the way in which the setting operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.
- All staff will be asked about their ‘ongoing suitability’ during supervision meetings and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within in a reasonable time scale.

Signed:

Date: