

The Old School Nursery Safer Recruitment Policy

Scope of policy:

This policy describes the effective system in place at The Old School Nursery to recruit staff, volunteers and students. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat. This policy also covers the recruitment of ex-offenders, and is made available to all enhanced disclosure applicants at the outset of the recruitment process.

Introduction:

The Old School Nursery are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependants, age, disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

Our effective recruitment procedure for paid employees:

- An enhanced disclosure is always carried out for any positions at The Old School Nursery. All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by the Manager and copies will be made.
- Short-listed candidates are required to attend an interview. During the first interview, a right to work in the UK form is completed with the candidate to make sure they can legally work in UK. This process also requires one form of ID to be seen and checked.

- If candidates are successful at their first interview, they will be invited back for a second. During the second interview, supervised time will be spent with the children.

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 3 original identity documents. We do not accept portable DBS checks.
- The Old School Nursery will pay for the DBS check to be carried out, however if the applicant does not complete his/her probationary period successfully, the full payment of the DBS check will be required to be repaid by the applicant. If the applicant leaves the setting within a year of their start date, 50% of the cost of the original DBS check will be required to be repaid by the applicant.
- Both referees will be contacted, and references sought.
- A probationary period of a minimum of 6 Months is set.

Specific procedures relating to ex-offenders:

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows The Old School Nursery to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those at The Old School Nursery who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act.

At interview or in a separate discussion we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make certain that every subject of a DBS is aware of the existence of the DBS Code of Practice and make a copy available, upon request. We undertake to discuss any matter revealed in an enhanced disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Our effective recruitment procedure for volunteers:

(We class these as adults 18 and over)

- All candidates are required to attend an interview; however, completing an application form is not necessary.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.
- An Enhanced Disclosure Barring Service (DBS) check is completed
- A disclosure of criminal record and disqualification declaration for early year's settings is completed annually, if the person volunteers for more than a year.

Our effective recruitment procedure for students:

(We class these as up to the age of 18 years and are usually still at school or college wishing to complete Duke of Edinburgh volunteering or similar work experience)

- All students are required to attend an interview.
- A reference from the school or college will be sought.
- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check (we do not accept portable DBS checks), which the student may be asked to pay for. During this check we will ask for identity documentation (originals).
- All students under 16 years old will require two references; one from their school or college and one personal reference