

Title: Safer Recruitment

Category: Safeguarding Children

Description: At Bella's Childcare 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.

We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children. The nursery is also committed to providing a supportive working environment for all of its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment. Bella's childcare will follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff and volunteers and students to share this commitment.

Recruitment Procedure

All prospective candidates will be asked to submit an application form containing questions about their previous employment and academic history along with their curriculum vitae (CV)

Applicants will then be contacted via email to let them know that they have been successful in reaching the next stage, a face to face interview.

Candidates that are invited along for interview and asked to bring with them:

Either current driving licence, passport or full birth certificate

A utility bill or statement, showing name and address within the 3 months

Documentation showing their national insurance number (NI card, P45 or P60)

Documents confirming any educational or professional qualifications referred to in their application form.

Eligibility to work in the UK

Their criminal history (disclosing anything that will show up on DBS)

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.

During their interview, detailed enquiries will be made regarding any gaps in their employment and the reason for leaving

employment

Successful candidates will receive a letter via email stating their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check. New employees do not start at the nursery until all references and a clear DBS have been returned.

Induction

Once offered the position, the staff will be on a 6 month probation period, during this time the staff will be trained in all areas where applicable and complete an induction with the Manager/Deputy manager

New employees will undergo an induction day, during which time they will read the employee handbook, nursery policies and procedures and will be trained by a 'mentor' who will introduce them to the way in which the nursery operates.

Documents given to staff during their induction

Staff handbook (includes whistleblowing, code of conduct etc)

New starter details form

Personal information form

P46 form if required

Certificates

Employee disclosure form

Health Declaration

Fire drill procedure

Security

Safeguarding policies including 'What to do if you're worried a child is being abused' booklet.

All staff members will have an annual review during their supervision or appraisal to check their suitability and health. Staff are responsible for notifying the manager/operations manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the nursery.

Enhanced DBS checks

In accordance with the recommendations of the DFE's in "Safeguarding children: safer recruitment and selection in education settings" the nursery carried out several pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and barring certificates from the Disclosure and barring service (DBS). The nursery will cover the cost of the first check and sign staff onto the updated service which will be applied for annually. 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 any details of any cautions, reprimands or warning held on 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 the 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 staff.

Not retain disclosure information or any associated correspondence for longer than 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 sheets.

Once a staff member has received their DBS certificate, they will be permitted to sign up to the update service which is £16 annually. This will be paid for by the nursery however, if a staff member leaves the setting within one year of purchase then they will forfeit the cost of the disclosure.