

## **Safe Recruitment of Staff**

At Townsend Montessori Nurseries Limited we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

### **Advertising**

- We use reputable newspapers, recruitment agencies, websites and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our safe recruitment procedures; including an enhanced Disclosure and Barring Service (DBS) check and at least two independent references for every new employee. One of which must be from the most recent employer.

### **Interview stage**

- The manager will decide the most appropriate people for the interview panel. There will be at least two people involved and both are involved in the overall decision making
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- 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 the child's development and their understanding of the legal frameworks applied to childcare and the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- Candidates individual experience and qualifications will also be discussed and considered
- Every shortlisted candidate will be invited to return for a play visit to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and where appropriate parents
- The manager and deputy will then select the most suitable person for this position based on the interview, play visit and their knowledge and understanding of the early years framework as well as the needs of the nursery
- Every candidate will receive communication from the nursery stating whether they have been successful or not.

### Starting work

- The successful candidate will be offered the position subject to at least two references; one from a previous employment and one from a personal referee, 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.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked, and copies taken for their personnel files
- All new starters, other than those who have registered for the continuous updating service (see below) will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated and completed before the member of staff commences work in the nursery.
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission
- An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad prior to start working for the company.
- New starters are required to sign the suitability questionnaire to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures and be assigned a mentor who will introduce them to the way in which the nursery operates.
- The Induction will be completed for new employees before they are counted in ratio.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children policy and procedure, emergency evacuation procedures, equality and health and safety issues.
- New members of staff will read part one '*Safeguarding information for all staff*' and '*Annex A*' within '*Keeping Children Safe in Education 2019*'. The full document can be located in the office.
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress as per the company's supervision and appraisal process

### Ongoing support and checks

- All members of staff will update a suitability questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support. This will also be discussed at staff supervisions/review meetings throughout the year.
- All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager within a reasonable timescale
- Every member of staff will have regular supervisions throughout the year and an annual appraisal with the manager. This will provide an opportunity for the manager and member of staff to discuss training needs as well as evaluate and discuss their performance.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.

### Legal requirements

- The nursery abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage
- The nursery also abides by the employer's responsibilities relating to informing the Disclosure and Barring Service (DBS) of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation.

<b>This policy was adopted on</b>	<b>Date for review</b>
<i>18.12.2019</i>	<i>December 2020</i>