



Rachel McMillan Nursery School and Children's Centre

SAFER RECRUITMENT POLICY

Rachel McMillan Nursery School and Children's Centre is committed to providing the best possible care and to safeguarding and promoting the welfare of all of the children. The Centre is also committed to providing a supportive working environment for all members of staff. The Centre recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment.

The aims of the Centre's recruitment policy are as follows:

- To ensure that the best possible staff are recruited
- To ensure people looking after the children are suitable to fulfil the requirements of their role
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "safeguarding children: safer recruitment and selection in education settings" and the code of practice.
- To have effective systems in place to ensure suitability of staff and other persons coming into regular contact with the children, including obtaining information about whether a person is disqualified.
- To ensure that the Centre meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

Recruitment and selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Any candidate who submits a curriculum vitae will be asked to complete an application form. Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to spend some time in the Centre on an informal basis prior to attending a formal interview at which their relevant skills and experience will be discussed in more detail. There will always be a member of the interview panel who has Safer Recruitment Training.

If it is decided to make an offer of employment following the formal interview, any offer will be conditional on the following:

- The agreement of a mutually acceptable start date and signing of a contract incorporating the Centre's standard terms and conditions of employment
- The receipt of two written references (one of which should be from the applicant's most recent employer) which the Centre considers satisfactory
- The receipt of a satisfactory DBS check.
- The receipt of a satisfactory health check

If the above conditions are satisfied and the offer is accepted, then the applicant will be issued with a contract of employment as confirmation of employment.

All appointments (except teachers) are subject to a three month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the Centre is 4 weeks. The Centre also reserves the right to extend this probationary period should it deem this necessary.

Pre - employment checks

In accordance with the recommendations of the DfE in "safeguarding children; safer recruitment and selection in education settings" the Centre carries out a number of pre-employment checks in respect of all prospective employees.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- Current driving licence or passport or full birth certificate
- A utility bill or statement showing their name and home address
- Documentation confirming their national insurance number (P45, P60 or national insurance card)
- Documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption) they will be required to provide documentary evidence of the change.

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer.
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If the current/most recent employment does not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people
- The Centre will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials.
- The Centre will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

DBS Check

Due to the nature of the work, the Centre applies for DBS checks in respect of all prospective staff members, governors and volunteers.

The Centre will always request an Enhanced Disclosure.

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 details of any cautions, reprimands or warning held on the 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 children, it will also reveal whether they are barred from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children maintained by the DfE and the department of health.

Where the Centre uses staff from supply agencies then the Centre expects those agencies to have completed DBS checks with these staff prior to them being available for work. Proof of DBS checks will be required before the Centre will commission services from any such organisation.

Retention and security of disclosure information

The Centre's policy is to observe the guidance issued or supported by the DBS check on the use of disclosure information.

In particular, the Centre will:

- Store disclosure information and other confidential documents issued in regards to the DBS check in locked cabinets, access to which will be restricted to specific members of staff
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases the Centre will not retain such information for longer than 6 months although the Centre will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number and the recruitment decision taken on the Single Central Register
- Record information about staff qualifications, identity checks and vetting processes that have been completed.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding
- Prohibit the photocopying or scanning of any disclosure information

Retention of records

If the applicant is appointed, the Centre will retain any relevant information provided on their application form (together with any attachments) in their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months, unless the applicant specially requests the Centre to keep their details on file.

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