

Ashfield Plaza Day Nursery



SAFER RECRUITMENT POLICY

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INTRODUCTION

The safe recruitment of staff in our nursery is the first step to safeguarding and promoting the welfare of children in our care. Ashfield Plaza Day Nursery is committed to safeguarding and promoting the welfare of all children in our care. As an employer, the nursery expects all staff and volunteers to share this commitment.

In line with legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, Safeguarding Vulnerable Groups Act 2006, Disqualification under the Children's Act 2006 and guidance from DfE under Keeping Children Safe In Education, the nursery takes very seriously its duty of care for all children. In order to help safeguard and promote the welfare of all our children the nursery is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The nursery has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the nursery is based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Ashfield Plaza Day Nursery.

ROLES AND RESPONSIBILITIES

- Ensure the nursery has effective policies and procedures in place for recruitment of all staff and volunteers.

It is the responsibility of the Nursery Manager, Deputy Manager and HR Officer involved in recruitment to:

- Ensure that the nursery operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the nursery.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the nursery will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the nurseries commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Application Forms

Ashfield Plaza Day Nursery uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV' will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to

taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Any areas of concern or the need for additional information will result in direct contact by phone or face-to-face the referee to verify the reference and gain further information.

The Nursery does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training. The checklist will be retained on personal files.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

All staff at Ashfield Plaza Day Nursery require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

Members of staff at Ashfield Plaza Day Nursery are aware of their obligation to inform the Nursery Manager or the HR Officer of any cautions or convictions that arise between these checks taking place.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Human Resources Officer. For employees within 7 days of issue or applicants before they commence work or any project involving regulated activity.

Dealing with convictions

The nursery operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Human Resources Officer. A decision will be made following this meeting.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview at the nursery will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

Overseas checks

All new employees where persons have lived outside the UK are subject to additional checks.

Induction Programme

All new employees will be given an induction programme which will clearly identify the nursery policies and procedures, including the Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in nursery and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfES requirements in the school. This is kept up-to-date and retained by the Human Resources Officer. The Single Centralised Register will contain details of the following:-

Single Central Records (SCR)

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- All staff including teacher trainees on salaried routes
- Detail for each of the following checks, certificates, date completed
- Identity
- Barred list
- Enhanced DBS
- Further checks e.g. worked aboard
- Professional qualifications

A designated Governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Governing Body during the Summer Term meeting.

Record Retention / Data Protection

Ashfield Plaza Day Nursery will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie: shredded). The 6 month retention

period allowing the nursery to deal with any data access requests, recruitment complaints or to respond to any complaints made to a Employment Tribunal.

All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

Ongoing Employment

Ashfield Plaza Day Nursery recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The nursery will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Leaving Employment at Ashfield Plaza Day Nursery

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the nurseries Disciplinary Policy will apply.

Monitoring and Evaluation

The Human Resources Officer will be responsible for ensuring that this policy is monitored and evaluated throughout the nursery. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be conducted by the Safeguarding Governor and Designated Safeguarding Officer.

General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.