



# Safer Recruitment Policy

## Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
1.1	Reviewd by	Penelope White	6/2/23

## **1.0 INTRODUCTION**

1.1 The Phoenix Kindergarten CIC is dedicated to safer recruitment practices and aim to create a safe recruitment culture at our setting. We will uphold this policy at every stage of the recruitment process and we are dedicated to only employing suitable adults so that the Kindergarten children are kept safe.

1.2 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people.

1.3 The role of the Kindergarten's governing body (Board of the CIC) is to act reasonably in making decisions about the suitability of prospective employees based on checks and evidence (including DBS), references and interview information.

## **2.0 STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably teachers. These requirements change from time-to-time and must be met.

## **3.0 INVITING APPLICATIONS**

3.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding children and young people, we expect all applicants to uphold this. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check.”

3.2 Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The Kindergarten's safeguarding and child protection policy;
- The Kindergarten's safer recruitment policy (this document);
- Whistleblowing policy
- Disqualification disclosure
- Induction Policy
- Reference Pro-Forma
- Kindergarten Self Disclosure form
- All prospective applicants must submit a fully completed application form

#### **4.0 SHORT-LISTING AND REFERENCES**

4.1 Short-listing of candidates will be against the person specification for the post.

4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee and must be on the Kindergarten's own reference form. References or testimonials provided by the candidate will never be accepted.

4.3 One of the references MUST be the candidates current, or if unemployed, most recent employer.

4.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.5 Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The candidate's suitability for this post.

#### **5.0 INTERVIEWS**

- 5.1 All interviewees must supply photo I.D in order to check their identity prior to starting interviews.
- 5.2 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 5.3 At least 1 member of the panel will have completed the Safer Recruitment Training and will have the relevant certificate.
- 5.4 Interviews will always be face-to face.
- 5.5 Interviewees will always be required:
- To explain satisfactorily any gaps in employment.
  - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
  - To declare any information that is likely to appear on a DBS disclosure.
  - To demonstrate their capacity to safeguard and protect the welfare of children and young people.
  - To provide 2 references
- 5.6 All application information will be kept on record for six months following the interview for the unsuccessful candidates. All records of successful and unsuccessful candidates will be filed in the kindergarten “Staff Central Record” folder.

## **6.0 EMPLOYMENT CHECKS**

- 6.1 All successful applicants will be given a conditional offer of appointment and must complete and succeed at these checks prior to commencing the role:
- To provide proof of identity, photo ID and proof of address.
  - To complete an enhanced DBS disclosure application and receive satisfactory clearance.
  - To provide actual certificates of qualifications.
  - To complete a confidential health questionnaire.
  - To provide proof of eligibility to live and work in the UK
- 6.2 Successful candidates from overseas, or those that have lived or worked outside of the UK, will have to undergo the same pre-employment checks, including a UK DBS, as all other staff. In addition, the Kindergarten will make any further checks we think are appropriate so that any relevant events that occurred outside the UK can be

considered. These checks may include:

- criminal records check for overseas applicants - Home Office guidance can be found at - <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.
- Where this information is not available, we will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision making. Alternatively, it will be considered whether any restrictions / sanctions imposed upon the candidate by overseas regulatory bodies, or the lack of information on the candidate, impacts their suitability for the post and whether to proceed with the appointment.

## **7.0 INDUCTION**

7.1 All staff who are new to the Kindergarten will receive thorough induction training that will include all our policies but namely the Induction Policy, Safeguarding and Child Protection Policies and Procedure, Positive Behaviour Policy which includes Control and Restraint, Staff Behaviour Policy, Nappy Changing and Incontinence Policy, GDPR and Data Protection Policies, Accident Reporting Policy and Procedure, Leaving and Collecting Children Policy, Lost Children Policy, and this Safer Recruitment Policy which highlight our safe working practices. Recruiting staff will ensure the new staff fully understand the procedures for expressing safeguarding concerns.

7.2 All new staff will be placed onto any safeguarding training they may need upon appointment and completion of this training will take place at the earliest possible date.

7.3 Regular supervision will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s) to ensure the new employee receives any support they may need and to ensure the employee remains a suitable person for the role.

7.4 A probationary period will be agreed with the Employer (usually 3 -6 months)

## **8.0 EXISTING STAFF**

8.1 If the Kindergarten ever has concerns about an existing member's suitability to work with children they will carry out the pre-employment checks again.

8.2 The Kindergarten has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to children if:

- An incident of abuse has occurred at the Kindergarten involving this person.
- The individual has received a caution or conviction of a relevant offence, or the Kindergarten has reason to believe they have been cautioned or convicted of a relevant offence.
- The individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

8.3 The Kindergarten Trustees will refer to the DBS Referral Guidance, link below, when considering whether to refer the person for investigation and potential barring. They will ensure they have sufficient information before doing so.

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

## REFERENCES

This policy is prepared using the DFE January 2021 publication "Keeping children safe in education. Statutory guidance for schools and colleges".

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)