

## safer recruitment of staff

At Parklands Day Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and 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, websites and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures; including a DBS check, at least two independent references for each new employee

### **Interview stage**

- We shortlist all suitable candidates against a preset specification
- All shortlisted candidates will receive a job description
- The managers will sit on the interview panel and are involved in the overall decision making
- 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 used in 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
- Each shortlisted candidate will be asked 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/s/deputy will then select the most suitable person for this position based on their knowledge and understanding of the early years framework as well as the needs of the nursery

## Starting work

- The successful candidate will be offered the position subject to at least two references (one from the previous employment) or 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. These written references will form part of their personnel file
- All new starters will be subject to a Disclosure, Barring, Service (DBS) check unless they currently hold a new “portable” DBS check. This will be initiated before the member of staff commences work in the nursery and they will not have **unsupervised** access to any child before this check comes back clear
- If a candidate has worked abroad it may be necessary to conduct further overseas checks or confirm that the candidate has the right to work in the UK
- If the candidate is applying for a teaching post, it will be necessary to check that they are not prohibited from teaching through the Teacher Services System
- All qualifications will be checked and copies taken for their personnel files
- 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 introduced to the way in which the nursery operates
- At the beginning of their induction period all new staff will receive a thorough office briefing on how to safeguard children in their care and follow the Safeguarding Children policy and procedures. Official training will be organised as soon as possible after work has commenced
- The new member of staff will receive regular meetings with the manager and their supervisor during their induction period to discuss their progress. Please refer to our Induction policy for further details.

## Ongoing support and checks

- 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 in a reasonable timescale
- Each member of staff will receive a formal appraisal each year with the managers. This will provide an opportunity for the management and member of staff to discuss training needs and their performance in the previous year. Please refer to our employee appraisal policy for more details
- The managers will be responsible for any support the staff team may need between these reviews through regular supervisions. This includes mentor support, one-to-one training

sessions, ongoing supervision, work-based observations and constructive feedback. Please refer to our staff supervision policy for more details

- This leadership team will be approachable and be available to offer support and encouragement at all times outside formal meetings

### **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 Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the safeguarding policy for further information.