

safer recruitment of staff

At Parklands Day Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure every time we recruit a new member to join our team.

Advertising

- We may use newspapers, websites, various social media sites and the local job centre to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy

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 managers 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

Suitable person checks

- Managers will then undertake rigorous checks of the candidate to ensure that they are suitable to work with children
- ID, qualifications and DBS will all be confirmed along with their right to work in the UK

Starting work

- The successful candidate will be offered the position subject to at least two references. These references should be taken up before employment commences and will form part of their personnel file
- The candidate's references will undergo scrutiny. Two references must be obtained; one from the current employer and one from a previous employer. The candidate must also supply a reference from their most recent employer in a childcare setting, if this is not included in the other references
- In the case of a newly qualified student, their training provider or education setting and a personal or professional reference must be supplied
- Open references or references from family members will not be accepted
- References will be checked for authenticity and employers contacted for clarification if any further detail is required. Details of any further action necessary will be recorded
- If any of these checks or references fail to provide sufficient information, the candidate will not be employed as they may not be suitable to work with children
- 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
- Staff awaiting DBS clearance will never be left unsupervised whilst caring for children inside or outside e.g. taking children to the toilet or changing nappies. They will also not administer any medication, take photographs of children or look at a child's online app.
- 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 the single central record
- 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.