

Safer Recruitment

We are committed to safeguarding and preventing children from harm or risk of harm, therefore the safer recruitment policy must be adhered to when recruiting new members of staff. All people working for or associated with Tina's Tots must be suitable to work with children. This policy aims at identifying and deter or reject individuals who are deemed to be a risk of abusing or causing harm to children. We also aim to identify individuals who could pose a risk of potential harm or abuse to children through negative comments, thoughts or ideas. Recruitment legislation enforces pre-employment checks are carried out to ensure prospective staff are suitable to work with children through suitability questionnaire, previous employment checks, DBS checks and references.

Safer recruitment is essential for creating a safe place for children to learn and grow with staff who care, follow policies and procedures, and can provide suitable care for children. It is also vital for ensuring all staff and parents are safe within Tina's Tots, to avoid bad publicity and damage to the businesses reputation and ensuring Tina's Tots only has the best qualified, safe employees.

Job Advertisements

Prior to any job advertisement being placed a job specification must be created, including all requirements listed below. This is done to ensure the right person for the job is recruited and that anyone unsuitable is deterred from applying.

Advertisements must supply details of:

- Job title
- To whom they should report
- People who will report to them
- Main duties
- Purpose of job
- Salary
- Length of probationary period
- Individual responsibilities to safeguard
- Skills and qualifications required
- Safeguarding responsibilities

Candidates must supply:

- Proof of ID
- Details of employment history
- Details on how criteria of personal specification have been met
- Self-declaration in the form of the suitability questionnaire
- References

When selecting candidates, the following process will be followed:

1. **Discourage** – Use the job specification, job description, website and all company literature to promote safeguarding and show our commitment. This should discourage anyone who is unsuitable from applying for the position.
2. **Reject** – Through application forms, interviews and references reject any candidate that doesn't seem right for the job or raises any concerns. Where possible at least two people should hold interviews together, both should have more qualifications and experience than the candidate which would be the manager and a deputy manager.
3. **Prevent** – Always ensure 2 positive references are received. Ensure candidates have the right qualifications and individuals are developed through training such as noodle courses, staff meetings, staff training days and current legislations.

4. **Observe and supervise** – Candidates are given a trial session within the allocated room to allow the leadership staff to observe and identify strengths and weaknesses before commencing employment. Ensure candidates are aware of the probationary period and in which time they are observed and supervised. Ensure staff are aware of their roles and responsibilities and development plans are put in place to avoid harm or risk of harm and to provide support for any weaknesses.

Appraisals

All staff will undergo appraisals after 3 months, 6 months and 12 months unless any further plans, meetings or monitoring is required on an individual basis, this could include development plans, verbal warnings, room meetings and whole nursery meetings. Appraisal meetings will be held to analyse performance, knowledge, skills and understanding and set targets for future self-development. Safeguarding will always be a thinking point with the appraisal process. Appraisals can only be provided from someone with more qualifications and experience than of the individual receiving their appraisal, apart from in the case of the managing director where her appraisal will be done by the other directors.

Continued Staff Suitability

All staff and adults working with children at Tina's Tots is required to have continued suitability.

- Each person must inform the manager of any changes to their personal circumstances or those of the people who live in the same house.
- Suitability questionnaires are part of the employee start up forms, these must be completed honestly and include all information to the best of your knowledge.
- Update suitability forms must be completed by all staff and adults working with children and submitted directly to the manager every 6 months.
- All suitability checks will be logged and review by the manager.
- All staff and adults working with children at Tina's Tots must divulge any medication being taken, reasons why and an assessment of their suitability to work carried out.
- Any member of staff deemed unsuitable to work with children will be reported to LADO, Ofsted and DBS.

Disqualification

All staff and adults working at Tina's Tots will be disqualified to work with children if:

- If they are on the DBS children's barred list. (Checked via the DBS update service every 12 months unless there are concerns which mean it can be checked at any time).
- Committed a violent or sexual criminal offence against a child or adult (reg 4, schedules 2 and 3 of 2018 regulations).
- Orders made in relation to the care of children.
- Prohibited from private fostering.
- Refusal or cancellation of registration of childcare organisation.
- They have or may have caused harm to a child.
- Have committed a criminal offence within 5.5 years of application.
- Living with someone within the house who has been disqualified from working with children.
- Committing an offence overseas which if done in the UK would constitute disqualification.

Induction, Probationary Periods and Training

All staff and adults working with children at Tina's Tots will be provided with an induction to ensure safeguarding policies and procedures, emergency routes, evacuation, lockdown, duties, and responsibilities are understood.

Staff will be vigorously monitored during their 3-month probationary period. Should any member of staff appear unsuitable to work with children during this time they will not pass probation and have instant dismissal.

Continuous training will be provided throughout an employee's time at Tina's Tots to ensure they can be the best practitioners possible. All staff and adults working at Tina's Tots is required to have up to date safeguarding knowledge and conduct themselves professionally and in line with the staff code of conduct and policies and procedures at all times.

Job Requirements

Position	Requirements	Essential or Desirable	Achieved by
Non-contact Director	<ol style="list-style-type: none"> 1. Knowledge of the business 2. Approved suitability questionnaire 3. Clean DBS certificate 4. Sign up to update service 5. Safeguarding training at least level 2 repeated every 6 months 6. At least 2 years childcare experience 7. Management and leadership training 8. Safer recruitment training 9. Commitment to self-carer development 10. Eligible to work in UK 11. Commitment to safeguarding 12. Ability to understand and follow all policies and procedures 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>During</p> <p>Prior</p> <p>During</p> <p>During</p>
Manager	<ol style="list-style-type: none"> 1. Knowledge of business 2. Approved suitability questionnaire 3. Clean enhanced DBS check 4. Sign up to update service 5. At least 2 years' experience in childcare. 6. Safeguarding training at least level 3, repeated every 6 months 7. Paediatric first aid certificate 8. Work place first aid certificate 9. Safer recruitment training at least level 2 repeated every 6 months 10. In depth knowledge of EYFS 11. At least 2 years management and leadership experience 12. Childcare qualification at least level 3 13. Knowledge and understanding of SEN 14. Commitment to self-carer development 15. Eligible to work in the UK 16. Commitment to safeguarding 17. Ability to understand, follow and update policies and procedures in line with latest guidance 18. Ability to successful coach, train and support staff in their personal development 19. Able to develop and maintain parent relationships 20. Monitor staff suitability – every 6 months 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>Prior</p> <p>During</p> <p>Prior</p> <p>During</p> <p>During</p> <p>During</p> <p>During</p> <p>During</p> <p>During</p>
Leadership	<ol style="list-style-type: none"> 1. Knowledge of business 	<p>E</p>	<p>Prior</p>

	<ol style="list-style-type: none"> 2. Approved suitability questionnaire 3. Clean enhanced DBS check 4. Sign up to update service 5. At least 2 years' experience in childcare 6. Safeguarding training at least level 3 – repeated every 6 months 7. Paediatric first aid certificate 8. Workplace first aid certificate 9. In depth knowledge of EYFS 10. Management and leadership experience 11. Childcare qualification at least level 3 12. Knowledge and understanding of SEN 13. Commitment to self-carer development 14. Eligible to work in the UK 15. Commitment to safeguarding 16. Ability to understand, follow and update policies and procedures in line with latest guidance 17. Ability to successful coach, train and support staff in their personal development 18. Able to develop and maintain parent relationships 	<p>E E E E E E D E D E E E E E E E E</p>	<p>Prior Prior Prior Prior Prior Prior During Prior Prior Prior Prior During Prior During During During</p>
Practitioner	<ol style="list-style-type: none"> 1. Approved suitability questionnaire 2. Clean DBS check 3. Sign up to update service 4. Safeguarding training level 1 – repeated every 6 months 5. Paediatric first aid certificate 6. Knowledge of EYFS 7. Childcare qualification at least level 2 8. Knowledge and understanding of SEN 9. Commitment to self-carer development 10. Eligible to work in the UK 11. Commitment to safeguarding 12. Ability to understand, follow and update policies and procedures in line with latest guidance 13. Able to develop and maintain parent relationships 14. Able to assess, plan and track child development 15. Assist another member of staff by being their buddy 	<p>E E E E E E E D E E E E E E E D</p>	<p>Prior Prior Prior Prior Prior Prior Prior Prior During Prior During During During During During</p>
Apprentice	<ol style="list-style-type: none"> 1. Approved suitability questionnaire 2. Clean DBS check 3. Sign up to update service 4. Safeguarding training level 1 – repeated every 6 months 5. Paediatric first aid certificate 9. Commitment to self-carer development 10. Eligible to work in the UK 11. Commitment to safeguarding 12. Ability to understand, follow and update policies and procedures in line with latest guidance 13. Able to develop and maintain parent relationships 14. Able to assess, plan and track child development 15. Be proactive about own studies and ensure deadlines are met 	<p>E E E E E E E E E E E E E</p>	<p>Prior Prior Prior Prior Prior During Prior During During During During During</p>
Volunteer	<ol style="list-style-type: none"> 1. Approved suitability questionnaire 2. Clean DBS check 3. Sign up to update service 4. Safeguarding training level 1 – Repeated every 6 months 	<p>E E E D</p>	<p>Prior Prior Prior During</p>

	5. Eligible to work in the UK	E	Prior
	6. Commitment to safeguarding	E	During

Date updated: 02.11.21

Written by: C Smith

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