Anlaby Park Methodist Pre-School

Safe recruitment of staff policy

At Anlaby Park Methodist Pre-School 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 safe recruitment procedures; including an enhanced Disclosure and Barring Service (DBS) check, at least two independent references for each new employee.

**Interview stage**

* We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
* All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
* The manager and the deputy along with other members of the management committee will sit on the interview panel and are both involved in the overall decision making
* At the start of each interview all candidates’ identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK
* 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 Pre-School.
* 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, deputy and committee member/s 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 Pre-School
* Each candidate will receive communication from the Pre-School stating whether they are the preferred candidate or not, subject to DBS and references.

**Starting work**

* The preferred candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file
* All new starters will be subject to an enhanced Disclosure and Barring Service (DBS) check whether they currently hold an enhanced DBS check or not. This will be initiated before the member of staff commences work in the Pre-School and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not)
* All qualifications will be checked and copies taken for their personnel files
* All new members of staff will undergo an induction period during which time they will read and discuss the Pre-School policies and procedures and the manager/deputy will introduce them to the way in which the Pre-School operates
* During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure
* The new member of staff will receive regular meetings with the manager during their induction period to discuss their progress.

**On-going support and checks**

* All staff are responsible for notifying the manager/deputy in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the Pre-School. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale
* Each member of staff will receive three meetings a year with the manager, a formal appraisal two safeguarding supervisions. This will provide an opportunity for the manager and member of staff to discuss training needs for the following term as well as discuss their performance in the previous term.
* The manager and deputy will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, on-going supervision, work-based observations and constructive feedback.

**Legal requirements**

* The Pre-School abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage
* The Pre-School 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 Pre-School or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

**This policy was adopted on: 11th March 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: March 2023**