



Tel. 07876 260780

Session times only

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Milland Memorial Hall
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4 Safer Recruitment and Employment Policy

4.1 Recruitment

We ensure that our staff and volunteers are appropriately qualified, and the correct checks are carried out through the Disclosure and Barring Services (DBS) in accordance with statutory requirements, meeting the Safeguarding and Welfare Requirements of The EYFS.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

We use Ofsted guidance on obtaining references and carry out checks through the Disclosure Barring Service (DBS) for staff and volunteers who will have substantial access to children

Recruitment Procedure

1. We will advertise locally and interview. We may also opt to bring in a third party to support the recruitment process e.g. our Childcare Support Coordinator.
2. It will be made clear to applicants for posts within the Nursery School that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
3. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the posts, regardless of marital status, age, gender, culture, religious beliefs, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements, which are not justifiable.
4. References will be obtained from previous employment or character references. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
5. We use Ofsted guidance on obtaining references and carry out checks through the Disclosure Barring Service (DBS) for staff and volunteers who will have substantial access to children.



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6. Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate. We check their identity and will view the original certificate to ensure that it does not reveal any information that would affect their suitability for the post. Photocopies of ID will be taken and placed in the staff folder along with a record of the DBS number.
7. Candidates will be invited in to be interviewed by the manager and deputy manager, and the candidate will spend time within the setting for observation by the wider team.
8. All appointments, both paid and voluntary, will be subject to a probationary period of 1 term and will not be confirmed unless the pre-school is confident that the candidate can be safely entrusted with children.

4.2 Recruitment Procedure: Issues which may cause concern

If any applicant/practitioner/staff member has an issue which may cause concern regarding the recruitment and selection process or feel that Milland Valley Nursery School has acted unfairly in dealing with a job application, then the issue should be raised with the Equal Opportunities Co-ordinator/Owner (as appropriate). The issue will be given all due consideration, and a reply will be given within five working days – taking consideration of term timetable.

4.1 Staffing

- All staff will be issued job descriptions with clear roles and responsibilities including safeguarding responsibilities.
- All new staff and volunteers will take part in an induction carried out by the manager or deputy manager.
- We support staff through regular staff meetings and yearly appraisals.
- All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children during their employment time with us.
- If a member of staff or volunteer is taking medication that may affect their ability to work with young children we will seek further medical advice, and will take appropriate action on the outcome.



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If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will be turned away and further action will be taken.