



Little Acorns Childcare
Beacon Church
Oakes Road
Bury St Edmunds
Suffolk IP32 6PX
Telephone 01284 756588
Email: littleacornschildcare@beaconchurchuk.org



Safer Recruitment Policy

At Little Acorns we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We carry out enhanced DBS checks on all staff and volunteers.

Aim

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- We use Facebook, Indeed and the Job Centre website to advertise any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children.
- All applicants will be required to complete an application form and will be contacted whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible will have their references checked before attending an interview.
- During an interview, applicants will be asked to prove:
 - Their identity (passport or photo card driver's license)
 - Relevant qualifications (certificates)
 - Eligibility to work in the UK (official paperwork)
 - Their criminal history (disclosing anything that will show up on a DBS check)
- Detailed enquiries will be made regarding any gaps in their employment history.
- The nursery manager and deputy manager will be present at the interview although the final decision regarding employment will remain with the management team.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.





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Starting work:

- We abide by Ofsted requirements in respect of reference and DBS checks for staff and volunteers to ensure that no disqualified person or unfit person works at Little Acorns.
- The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check. Where applicants are rejected because of information that has been disclosed, applicants have the right to know and challenge incorrect information.
- New members of staff will not be allowed unsupervised access to, or be able to provide intimate care (nappy changing or toileting) for any child until their DBS comes back clear.
- New members of staff will undergo an induction and probation period of 6 months, during which time they will read and discuss the nursery's policies and procedures and receive a mentor, normally the room supervisor, who will introduce them to the way in which the nursery operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.
- All staff will attend half-termly supervisions and annual appraisals and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside the nursery. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.

Reviewed September 2020

By: Katrina Rose

Next review: September 2021

