

Safer recruitment policy
Suitable people

Twinkle Toes Day Nursery is committed to providing a safe environment for the children. We encourage an open and supportive culture that promotes the safety and wellbeing of everyone in the organisation, where young children can feel secure and thrive.

We follow the requirements of the Early Years Foundation Stage and Statutory Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

We actively work towards providing a safer environment for children by:

- Ensuring that all children are protected from harm.
- Everyone in the nursery is clear about roles, responsibilities, and boundaries.
- Ensuring that the welfare of the children in our care is the priority.
- Offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection

All practitioners who are involved in the recruitment (manager/assistant manager) and selection process understand key legislation and guidance on employment. When recruiting practitioners will follow the following procedure:

- Advertise- a job description that outlines the key roles and responsibilities of the post.
- A person specification, which highlights the skills necessary, the abilities/competencies required, including those related to safeguarding, the level of experience required, and the qualifications required for the job.

All posts will be publicly advertised through the nursery website, posters displayed on windows and registered employment companies. The advert will contain a brief description about the job roles and responsibilities and the qualifications required. A statement saying that a DBS check will be required for this job will be included in the advert. CV's will be requested to be sent through to the manager to select suitably qualified candidates.

The nursery welcomes applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage, or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

Shortlisted candidates will go through the second interview process:

- Telephone interview
- Face to face interview
- Two references
- Trial session

Successful candidates will be requested to provide DBS (or apply).

An application pack will be sent out to potential employees including:

- A copy of the nursery prospectus outlining our nursery aims and expectations.
- policies and procedures.
- A Safeguarding statement outlining the nursery's commitment towards Safeguarding.
- A job description outlining the key roles and responsibilities of the job.
- Application form

An application form asking the applicant to provide:

- Their current and former names, their date of birth and current address and their national insurance number
- any details of any disability or long-term illness (physical or mental), indicate their interests and any other voluntary activities in which they are involved,
- Declare past convictions or cases pending, a statement of whether they have any criminal background, any academic and/or vocational qualifications the applicant has obtained with details of awarding body and date of award, details of any training undertaken recently, e.g. First Aid Training,

- full employment history (including part-time and voluntary work, as well as full time employment) with start and end dates,
- names, addresses and phone numbers of two referees, one of which should be the applicant's previous employer and who are not family members or friends.
- It will include a declaration that all the information on the form is true, and that nothing relevant has been omitted.
- A reference pro-forma- referee will receive a copy of the job description and person spec along with the reference pro-forma.

Self-Disclosure Form

Potential employees are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. The Self Disclosure forms will not be considered as part of the short-listing process and will not be opened unless the applicant has been shortlisted. Considering the information contained in the Self-Disclosure form, further questions will be asked in the interview to clarify any information needed.

Face to face interviews:

When all applications have been received a date will be set for interviews. An acknowledgment will be sent to all applicant's, informing them of an unsuccessful application or a date for interview. The Nursery Manager and another member of the management team will carry out interviews. Shortlisted applicants will receive an invitation to interview in writing, asking them to attend an interview on a specific time and day. They will be asked to bring with them documentary proof of their identity such as a passport or driving license, their original certificates of qualification and their current DBS check.

1st part of the Interview-

The first part of the interview will include a brief tour of the setting and a formal interview. At the interview a full explanation is given of what the job involves will be given and candidates are encouraged to ask any questions they may have. This will apply even if there is only one candidate. To ensure that the interview process is fair the same questions will be asked to each of the candidates regardless of them being an internal or external candidate and their answers recorded. Further questions may be asked to clarify answers to a question if needed. Interactions with children will be recorded.

2nd part of the interview-

An informal discussion where the applicant can feedback about their time in the room and ask any questions they may have about the role. Unsuccessful candidates are given the opportunity to receive any feedback as to why they have not been successful.

References- Two references are required on the application form; these will be checked after interview but before appointment. A reference pro-forma form will be sent out along with a copy of the job description and the person specification.

Job offers- an offer of employment will be offered on the condition that all the checks have been carried out and are returned satisfactorily. The successful candidate will be issued with an employment contract, which they should sign, and a copy will be kept with their personnel records. They will also be asked to provide the nursery with original documents (e.g., birth certificates and passports) in which we can then apply for an enhanced DBS check, which includes a Protection of Children Act/list 99 check. The nursery will pay for the employee for your DBS check, but you will be expected to subscribe to the DBS Update Service of which you will then be responsible for maintaining. If the successful employee is already subscribed to the DBS update service, we will carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.

Storage of Employees Information

Twinkle Toes Day Nursery will keep all applications along with information regarding the recruitment process for a period of three months. All records relating to the current employment of our staff and volunteers; those

demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.

Starting work

- The successful 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. These references will be taken up BEFORE employment commences. This may be verbal initially and then followed up with a written reference, which will form part of their personnel file.
- Successful candidates will be asked to provide proof of their qualifications.
- The nursery reserves the right to take further advice in relation to a person's physical and emotional health. Health questionnaires may be provided.
- All staff must present an enhanced DBS check, which must be on the update service. Without this, they will not be allowed to commence work.
- There may be occasions when DBS check is not clear, but the individual is still suitable to work with children. In this case, they will be treated on an individual case basis and the managers discretion considering:
 - The seriousness of the offence
 - Other information
 - Accuracy of the persons self-disclosure on the application form
 - Nature of the offence
 - Age of the individual at the time of the offence
 - The length of time that has elapsed since the offence or other information o relevance of the offence or information to working or being in regular contact with children.
- Managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check.
- New starters are required to sign (either application form, contract, or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so.
- 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 assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery 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, emergency evacuation procedures, equality policy and health and safety issues.
- The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

On-going support and checks:

- All staff is responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager immediately.
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions/review meetings. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the absence management policy.
- The nursery manager/owner will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved.

Please see the Disciplinary Policy for further details.

- Every member of staff will have two meetings a year with the manager: a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months.

- The manager, deputy and room leaders 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.
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: October 2023

Next review: October 2024