

Leverstock Green Playgroup

Safer recruitment policy

To ensure the safety of all children in the setting we will carry out the following upon recruiting new members of staff/committee.

The role will be advertised with the statement that the position is exempt from the Rehabilitation of Offender's act 1974 and that Safeguarding the children is our priority.

Successful candidates will be required to undergo a fully enhanced DBS. We will check if they hold a DBS that they are on the update service,

Identification documents will need to be produced and these will be checked. For example marriage certificate if surname has changed since birth, Check that date of birth matches.

A full employment history record will be recorded and gaps in employment will be asked to be explained.

A Reference from the current employer/training provider or education setting will be requested along with a reference from the most recent role working with children . If the candidate has never worked with children then their current employer/training provider/Education setting will be requested to provide a reference. These will be requested using our own template . If insufficient information or vague information is given this will be followed up by contacting the referee and asking for clarification. References will not be accepted from the applicants family member/s or if they are not addressed to the person that requested them. If the reference is to be sent electronically an internet search will be carried out of the name of the employer, training provider or education setting to ensure that they're genuine.

References will need to be obtained before employment commences.

The information given by the candidate on their application form will be compared to the information given on the returned reference form. Any uncertainties or discrepancies will be discussed with the candidate. Any issues arising must be resolved to a satisfactory level before the post is offered. The

candidate will be asked the reason for leaving their current employment. The information will also be asked from the person completing the reference.

Any qualifications will need to be evidenced and will be checked on the Department for Education qualifications checklist. Copies of qualifications will be kept in each staffs personal file alongside copies of identification documents such as driving licenses , passports , proof of address (utility bills)

Upon employment a fully enhanced DBS check will be required. Applicants who work directly with the children will be informed that they are expected to declare to us all convictions and /or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so. If a DBS reveals that the person is barred from working with children then the DBS service will be contacted If there is any information revealed that has not already been disclosed by the applicant this will be discussed and recorded.

Employment will only be offered when Management and committee members are confident that references ,full employment history ,qualifications - interviews ,identity checks have been checked and agreed. Checks are all recorded and kept on the successful applicants personal file.

Members of staff will not be permitted to be alone with children or change nappies/take a child to the toilet until the DBS is returned and it is clear. Staff then required to register on the update service .

All staff and committee members DBS Numbers, date of issue and who issued them are kept on a central file.

