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**43. Safer Recruitment and induction policy and procedure**

To ensure the safety of the children within our nursery, it is essential that appropriate recruitment and selection procedures are followed in accordance with The Education Regulations 2010, guidance entitled Keeping Children Safe in Education 2015 (KCSIE), Equality Act 2010 and Protection of Freedom Act 2012.Reference should also be made to our Policy and Procedure for Safeguarding Children. This policy has been put together to bring in more robust procedures and a tighter timeframe to comply with current best practice.

Below is a step by step representation of the actions taken at this nursery to ensure anybody who is employed at the setting is suitable and has had the relevant checks before being allowed to work or be in placement in the nursery.

**Pre-Employment**

1. Job vacancy advert – statement in our advert stating the position will be subject to DBS checks and references and safeguarding is held at utmost importance in the setting. Local Authority statement at the bottom of the vacancy bulletin from Early Years team stating the same.
2. Application form – candidate must sign declaration of suitability and disclose any previous criminal offences.
3. Make shortlist of candidates based on suitability. Only potential suitable candidates may be invited for interview and enter the setting for interviews.
4. Recruitment procedures will be non-discriminatory. Applicants will be assessed on their ability to fulfil the job roles and responsibilities to a high standard. Applicants will not be assessed or judged in any way on gender, religion, colour, ethnic background, etc.
5. Interview Stage – Safer Recruitment trained staff member will hold a telephone interview to;
* Check ID, qualifications certificates.
* Investigate employment history gaps, quantity of jobs previously held and any long periods outside of UK, and teachers who have left their previous job in the middle of the term.
* Ask questions to determine suitability and knowledge of safeguarding
* Describe ethos of transparency within the setting and safeguarding of utmost importance in all that we do.
* Explain that job offer is subject to satisfactory reference checks and DBS plus update service.

Applicants that are successfully shortlisted will then be invited in to the setting for the second stage of the interview process which consists of a stay and play interview where the panel can observe the applicant working alongside the children. Applicants are asked to bring original copies of any qualifications received.

**If application successful**

Confirmation email sent of employment stating that it will be subject to DBS checks.

1. Complete 2 satisfactory reference checks, safeguarding being the most prioritised information. Follow up phone call if reference is received via post or electronically.
2. Staff to supply manager with their DBS number to check suitability on the update service. If the staff member is not signed up to the update service, they must apply for their own DBS using Playstation Nursery Ltd as their point of employment. They are requested to sign up to the update service within 19 days.
3. Staff to sign contract and job description including separate section dedicated to DBS and suitability. Including that it is their responsibility to notify the setting of any changes in this information. We will also ask for a declaration of suitability for any other persons living at the home address, whilst this is not an Ofsted legal obligation it is good practise for the setting to complete regular checks for us to confirm the suitability of that staff member.
4. If individual is not from UK, individual may contact their relevant embassy to arrange alternative identification and suitability checks.
5. Record DBS number on Single Central Record, check on DBS website for authenticity, and ensure a counter-signature has been completed.

**Employment**

**Induction**

1. Staff practice guide read and understood – advising of Restriction Policy in place until DBS checks and Part One of induction complete
2. Employee Handbook and staff suitability read and signed
3. Policies and procedures read and understood particularly, safeguarding, behaviour management, restriction, risk assessment etc.

**During Employment**

1. Supervisions held termly with signature of declaration of suitability from staff member. Manager to check DBS update service.
2. Annual Declaration of Suitability signed by all staff
3. Ethos of transparency and ongoing culture of vigilance consistently upheld in the setting
4. Information for other staff regarding LADO, Ofsted and Children’s Services available to other staff in case of any concerns about a staff member
5. For any students on placement - student agreement – signed and person to check all been understood, who is then named and held accountable.
6. Staff that have not signed up to the update service are asked to apply for a new DBS after 2 years of employment
7. Staff returning after maternity leave must complete a new DBS if they are not signed up to the update service

**Physical environment**

1. Mobile phone prohibited sign
2. Complaints and compliments file
3. Ofsted poster
4. Whistleblowing policy
5. Posters of LADO, sexual exploitation and allegations procedures feature on every toilet door
6. Policies and procedures which state ratios, DBS checks, etc must be available at all times.
7. Safeguarding statement featured on notice board in entrance
8. CCTV cameras ( Filton setting only)

**Leadership and Management**

1. Designated Safeguarding Lead (or deputy) available at all times during opening hours for advice and guidance
2. Single central record maintained by safer recruitment trained member of staff. Counter signatures and details all kept up to date
3. Any safeguarding and suitability checks and history to be passed on if the Designated Lead resigns from the setting.
4. Evacuation and lockdown procedures in place
5. Safeguarding and training on scenarios feature in every staff meeting
6. DSL has an open-door policy
7. Empowering staff members to come forward if they have a gut feeling
8. Safeguarding audit completed annually

**Procedure for supply staff**

No person may begin work in the nursery unless we have received written notification from the supply agency, that all appropriate checks have been carried out including: identity, relevant qualifications where appropriate, an enhanced DBS disclosure, further checks if person has lived outside UK, right to work in UK, prohibition order checks, Disqualification by Association check and Barred List check. Agencies must provide DBS checks dated in last three years for supply staff. Before a person begins work at the nursery (irrespective of any checks carried out by the employment business) the person’s identity and DBS certificate will be checked Where a supply teacher will be at the school for more than 3 consecutive days, safeguarding induction will be provided together with copies of safeguarding documentation.

**Procedure for recruiting parent volunteers**

When a parent is involved in a nursery activity on a supervised and ‘one off’ basis, such as a trip, vetting checks would not normally be required. If a parent becomes involved in a nursery activity on a regular basis, a copy of ID will be requested and held on file. An informal interview with the manager will take place. The need for written references will be at the discretion of the manager. The parent will be briefed by the manager, with safeguarding and procedural documentation. We will obtain a DBS disclosure where it is considered that the role will be ‘unsupervised’. No volunteer in regulated activity will be left unsupervised with children until they have a satisfactory DBS. The manager will be responsible for keeping a list of all current parent volunteers who have been DBS checked and inform other members of staff accordingly.

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