



## **Safer recruitment**

### **Policy statement**

At Little squirts we recognise that children's safety is of paramount importance. When recruiting staff, bank staff and volunteers we take into account our Safeguarding Children policy as well as our Equal Opportunities policy.

### **Our intention**

We intend to take all necessary steps to ensure the safer recruitment of employees into the setting.

### **How we implement this**

#### **Advert**

The vacant post will be advertised to encourage a wide range of candidates to ensure equality of opportunity. However where there is a reasonable expectation that where there are sufficient qualified internal candidates an internal advertisement may be considered appropriate.

The advert will always be advertised with the statement "This post is exempt from the provisions of the Rehabilitation Act 1974. If successful you will be required to complete a full Suitability Check Form and we shall request an Enhanced CRB Disclosure".

#### **Application**

The setting uses a standard application form. CV's will not be accepted. All gaps and discrepancies in employment history must be accounted for. These may be discussed at interview.

All candidates will be provided with the application form a job description that includes reference to the responsibility for safeguarding and promoting the welfare of the children in the setting. The job description will include a person specification with a specific reference to working with children. This will include that staff must have a sufficient understanding and use of English according to the Statutory framework for the EYFS.

Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to other regulatory bodies e.g. police

All candidates must declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecutions. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS checks.

#### **References**

References will be requested before interview. If declined by the applicant, references will be sent out immediately after acceptance of the job offer. A minimum of two are needed and one must be from the most recent employer. We use an early years specific reference template. References must be job specific and in writing. An open reference will not be accepted.

## **Interviews**

Interviews will be face to face with a minimum of two people on the panel.

All candidates will be assessed on set questions relevant to the position they are applying for including EYFS. Unsuccessful candidates will be informed in writing.

Successful candidates will be asked to attend a second interview where they will spend time with the children and where appropriate, provide and carry out an activity suitable for a group of children of a nominated age group. Children and staff may also be asked to evaluate their performance.

## **Proof of identity and qualifications**

Shortlisted applicants will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is required to undertake a DBS check.

Shortlisted applicants will also be required to provide proof of their qualifications at the interview. This can be requested to be the original documentation. Where qualifications have been obtained abroad, a certified comparability check by NARIC will also be required.

## **Employment**

Employment should not commence until references, qualification, identity checks and a health check have been completed.

Employment will usually commence once a DBS check has been completed. In unusual circumstances, it is permitted to commence employment prior to receiving a DBS check. However, the candidate will not be left alone with children until the DBS check has been completed and cleared.

The impact of these procedures are that people are vetted correctly and any concerns regarding their employment are recognised early and can be acted upon accordingly.

This policy was adopted by Little Squirts Preschool on 25<sup>th</sup> July 2019 (review date 1<sup>st</sup> July 2020)

Signed.....

Name.....

Role.....