

Recruitment Policy

Aim:

Playdays Preschool takes its commitment to safeguard and promote the welfare of children and young people very seriously and expects all staff, students and volunteers to do the same. We aim to ensure that all people working with children are suitable to do so and we are vigilant when recruiting new staff to join our team.

It is our aim to recruit staff who are suitably qualified, dedicated and suitable to work with children. We consider all applications without prejudice regarding gender, race, religion, age or any other factor that is irrelevant to the person specification.

The suitability of prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Method:

Advertising

A job description will be drawn up taking into account the views of the last person to hold the role. Using the job description as a guide a person specification will be devised, indicating any necessary and/or desired qualifications and personal qualities and the method of confirming such qualifications are held.

We only use reputable sources to advertise vacancies. For small roles, adverts posted at Plymstock Community Centre are probably sufficient. For more substantial roles such as management, adverts are placed within the wider community e.g. indeed.com, Plymouth Herald.

The advert should state the job title, rate of pay, hours, necessary qualification, desirable qualities/experience, confirmation that a DBS check is required, how to obtain an application pack and application deadline. Application deadlines should ideally be two weeks from the advert going out. Adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.

Applications

All applicants are required to complete an application form. Applications should be checked for appropriate qualifications and experience and any that fall short of the mark may be discarded at this stage. Successful candidates will then be contacted by phone or letter stating whether they have been successful in reaching the next stage or not. We will ensure we support disabled candidates who may need help to complete an application or flexibility to provide all the required information in an alternative format. We recognise that a poor application form does not necessarily indicate that someone is unsuitable to work in childcare and likewise an excellent application is no guarantee of an appropriate personality to work in a preschool environment.

Where possible references will be checked prior to interview. In some circumstances, phone references are suitable depending on the timeframe available. In some ways phone references are preferable as people will often say more in conversation than they would feel comfortable writing

down. All shortlisted candidates will receive a job description and where possible have their references checked prior to interview. If references have not been obtained before interviews, it should be made clear to the candidate that any job offer is subject to satisfactory references of which there should be a minimum of 2.

Interviewing

Interviews should assess the merits of each candidate against the job requirements and explore the suitability to work with children. We will use an interview form with pre-arranged questions, on which notes and scores can be recorded for each question. During interviews, applicants will be asked to prove: their identity (passport or photocard driving license); qualifications (certificates); eligibility to work in the UK; criminal history (disclosure of anything that will show up on DBS); detailed enquiries regarding gaps in employment; ask for reasons for repeated changes in employment which clear career or salary progression or a mid-career move from permanent to temporary work. Even where only one application has been received for a position, interview will still take place.

The Chairperson and preschool manager will be present during interviews although the final decision regarding employment will remain with the chairperson at all times. When interviewing for a management position, the interview panel should include 3 people.

For most roles, interviews of 30 minutes in length and 10 minutes after to discuss between the panel and make notes is sufficient. We will also observe candidates in the preschool to further assess their suitability to work with children. For management roles longer interview times should be considered.

Following interviews and once careful deliberation amongst the panel has taken place and a decision made, all applicants should be contacted as soon as possible to notify them of the outcome. This will be done by phone or letter stating whether they have been successful or not. It is important to thank them for their time and may be a good idea to tell promising candidates they are welcome to apply for any other roles that arise in the future.

Starting work

The successful candidate will be notified last, and will be informed that their job offer is conditional, dependent on the return of 2 satisfactory references and an enhanced DBS check. Arrangements can then be made for the successful candidate to attend the preschool for an induction and DBS check.

New members of staff will not be allowed unsupervised access or be able to provide intimate care to any child until the DBS is returned with no convictions.

New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the preschool policies. 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. Induction is normally carried out by the preschool manager. DBS checks are carried out by the business manager.

On receipt of a suitable DBS check, the job offer can be finalised and a contract drawn up. In some circumstances a provisional contract and covering letter lasting for one term may be drawn up and

followed by review of the committee and manager at the end of that period before a permanent contract is drawn up.

DBS Checks

It is not good practice to accept disclosure certificates produced by the applicant and requested by another organisation as additional information not shown on the applicant's certificate may have been disclosed to this employer by the police. DBS disclosures are a 'snapshot in time' on the day issued and are not updated with any new offences committed after this date.

If an individual is registered with the DBS Update Service, employers can instead obtain permission from the individual to view their original DBS check and carry out an instant free online check on the Update Service of any new information relating to the individual's record.

DBS checks do not include overseas information so applicants from abroad should be asked for a 'certificate of good conduct' from their home country or embassy.

A completed self-disclosure form does not remove the need to get an Enhanced DBS if the applicant is offered the post.

All staff will complete an annual suitability declaration form and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.

Self-disclosure & The Rehabilitation of Offenders Act

When considering information from a self-disclosure or DBS check, certain factors should be carefully weighed up, to ensure that an applicant is not being unfairly treated or disadvantaged because they may have been convicted of an offence in the past. Management will consider: the nature and severity of the offence/s, the date/s when it took place, whether it is relevant to the type of work which could be offered, whether the offence/s took place in the UK or overseas (if the latter, is it a criminal offence here?), whether the offence has now been de-criminalised, whether there is a pattern of offending, whether there is any evidence of remorse or recognition of wrongdoing?

Disqualification statement

It is important to note that it is unlawful to employ someone in a role working with children if a person living at the same address as the worker is barred from working with children. The connection between the worker and the partner, spouse, family member or friend greatly increases the chance that children may be placed at risk.

Volunteers

Playdays Preschool is managed by a voluntary committee. Volunteers are valued in our setting and encouraged to attend Safeguarding Awareness on-line training. If a volunteer is going to play the same role as a staff member we will apply the same principles of safe recruiting. If an individual is helping out with a one-off event (for example, a day trip), it is unnecessary to engage in a full recruitment procedure. However, all safeguarding precautions related to visitors to a setting are followed and observed. Volunteers are not left unsupervised with children or their records at any

time. Volunteer roles and responsibilities should be clearly stated in writing and the volunteer should receive a copy of this. They should also receive an registration and induction, have the safeguarding policy shared with them and for long term volunteers be subject to an enhanced DBS check.

Checks for determining suitability

Check	Reason	Do	Don't
Identity	It is essential to verify that applicants are who they say they are. This is to minimise the risk of employing someone with a false identity. It is necessary part of the DBS vetting process and OFSTED requirements that identity checks are carried out to safeguard children.	<ul style="list-style-type: none"> Request recent photographic ID Accept original documents only Check the name, DOB and address of the applicant. Ensure all documents is in the applicant current name. Ensure at least 1 document shows the applicants current address. Request a full and continuous address history with supporting documents. Cross match information e.g. the application form/CV. Check everything matches and adds up. Request a range of documents. Request information on all names used in the last 5 years. 	<ul style="list-style-type: none"> Accept photocopies Accept printed information from the internet e.g. banking statements Accept documents showing different names
Right to work	It is a legal requirement under the Immigration and Asylum Act 1999 to make sure the applicant has the right to work in the UK. The purpose of this is prevent recruitment of illegal immigrants.	<ul style="list-style-type: none"> Request checks such as P60, national insurance card, full British passport, or stamped passport to confirm right to live in UK, certificate of registration or naturalisation as a British Citizen, UK or Irish birth certificate, passport or ID card confirming citizenship of the European Economic Area, evidence from the Home Office of right to live in the UK and take employment. Request this information for all employees. 	<ul style="list-style-type: none"> Accept photocopies or printed documents from internet. Accept out of date information. Request only a small selection of employees provide this information.
Disclosure	To safeguard children To meet OFSTED requirements. It is the duty of employers to make a check against the Protection of Children Act 1999 list. THE DBS will make these checks as part of the enhanced disclosure process for those working with children.	<ul style="list-style-type: none"> Ensure all staff and those working with and in contact with children are checked. Carry out checks promptly and before employment starts and is confirmed. Ensure checks cover regular students and volunteers, including parent volunteers. Ensure contracts, policies, procedures and adverts highlight the requirement for suitability checks and that the position is exempt from the rehabilitation of Offenders Act 1974. Ensure there is a process for obtaining DBS checks. This can be one of the organisation contracted by DFES to provide 	<ul style="list-style-type: none"> Photocopy or keep a copy of any applicants or employees notice. Accept DBS disclosure notices previously issued for another employment. A new disclosure must be obtained for all new employees.

		<p>subsidised checks or through an umbrella organisation.</p> <ul style="list-style-type: none"> • Consider how to determine ongoing suitability of staff. • Remember that a disclosure is only up to date on the day of issue. • Consider updated checks for existing employees N.B. this could be liable to an additional charge. • Carry out risk assessment to assess the effectiveness of practice. This should identify existing control measures and any further action which may be required. This need to focus on how safety is maintained if a DBS is only carried out on initial employment, or accepted from another organisation. • Do abide by the DBS Code of Practise • Do ensure supervision procedures are in place and n writing for anyone not requiring a disclosure e.g. visitors. • Keep records of disclosures viewed, including any reference numbers, date obtained, together with supporting information. 	
Disqualification	<p>It is an Ofsted requirement that employers take steps to ensure that employees are not disqualified from working with children. It is illegal to knowingly employ someone who is disqualified from working with children.</p>	<ul style="list-style-type: none"> • Request that applicants and existing employees sign a self-declaration to confirm that they are not disqualified from working with children. • Request that staff update this information on a regular basis. • Do notify Ofsted immediately if you become aware that any staff member is disqualified from working with children • Inform staff that should they be or become disqualified from working with children, they can apply to OFSTED for a waiver. It would be necessary to suspend the staff member while the waiver is applied for. Cases are assessed on an individual basis. If the waiver is not agreed, employment cannot continue. Contracts should reflect this. Seek employment/legal advice if this situation arises. • Ensure employees are aware of 	<ul style="list-style-type: none"> • Do not employ anyone who is disqualified from working with children. Request that a waiver is applied for and accepted before an employment decision is made. • Do not assume that a DBS check will necessarily identify if a person is disqualified from working with children. DBS will only identify this if disqualification relates to a criminal offence.

		<p>the reasons why someone may be disqualified from working with children. They do not necessarily mean that someone is unsuitable for working with children.</p>	
Health	<p>It is an OFSTED requirement that employees ensure that staff are in suitable physical and mental health to look after children.</p>	<ul style="list-style-type: none"> • Request that applicants fill out a health declaration at the time of application. • Ask applicants to return information in a sealed envelope so there is no undue biased. • Request that existing staff complete a health declaration annually. • Ensure contracts, policies and procedures reflect this requirement. • Request a medical should there be any concerns over an applicant or employee's suitability 	<ul style="list-style-type: none"> • Do not open health declarations until after shortlisting has taken place. To ensure no potential discrimination when selecting interviewees. • Do not make any decision on suitability based on information declared. Seek further independent medical opinion. This will determine whether the person is in suitable mental and physical health to work with children. • Do not disclose any medical information to others.
EY2	<p>It is an OFSTED requirement that the person in charge of the setting, or persons making up a registered person completes a EY2 form</p>	<ul style="list-style-type: none"> • Ensure this form is completed for any new person in charge or for any new persons making up the registered person. • Complete a EY3 to notify OFSTED on the changes – persons leaving and persons joining 	<ul style="list-style-type: none"> • Not delay in completing these forms.
Health Declaration Booklet	<p>Should be completed by the person in charge and any member of the registered person if they work directly with the children and are counted in staffing ratios.</p>	<ul style="list-style-type: none"> • Ensure the person is charge and where relevant the registered person completes this form. 	<ul style="list-style-type: none"> •