

Safer Recruitment Policy

The nursery takes it's 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 therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- We only use reputable newspapers and the job centre website when advertising any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove:
 - Their identity (passport or photocard drivers license)
 - Relevant qualifications (certificates)
 - Eligibility to work in the UK (official paperwork)
 - Their criminal history (disclosing anything that will show up on a CRB)
- Detailed enquiries will also be made regarding any gaps in their employment.
- The nursery manager and proprietor (or supervisor) will be present at interview although the final decision regarding employment will remain with the proprietor at all times.
- Each applicant will receive communication from the nursery stating whether they have been successful or not.

Starting work

- The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced Criminal Records Bureau check.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their CRB check comes back clear.
- New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the nursery's policies

and procedures and receive a mentor who will introduce them to the way in which the nursery operates. 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.

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

This policy / procedure was checked, reviewed and updated in **August 2012**.

Nursery Manager