Safeguarding Recruitment Policy

Our Aim

At Haddenham Pre-school we are committed to ensuring that we effectively recruit and retain the correct staff to meet the needs of the Pre-school. We are committed to recruiting a diverse workforce, which reflects the society in which we operate. We adopt a safe recruitment and selection process which helps to deter, reject or identify people who may pose a threat to the safety of the children within our care. We operate a safe working culture at all times, and this is supported through high levels of understanding and training throughout the Pre-school.

A safe, working environment for all members of our Pre-school will be achieved through fair, systematic and safe recruitment procedures, which ensure that appropriate selections are made to meet legal, business and best practice requirements.

Duty of care

At Haddenham Pre-school we operate a safe working culture and every member of staff has a duty of care, understanding the behaviours which constitute safe practices and those which should be avoided. By operating a respectful and open culture combined with clear, safe policies and procedures, we are able to ensure the recruitment of unsuitable candidates is unlikely to occur.

Recruitment process

A commitment to safeguarding children is the central focus at every stage of the recruitment process. The following are the stages and processes we follow during the selection:

If no job is currently available

On occasion our Pre-school receives requests for employment when there are no vacancies, If this occurs we explain that there are no vacancies at present, and if requested we will keep the candidates details on file for future recruitment opportunities. If this occurs, an application form, job description and key policies are sent to the candidate. On receipt of the application form, the Pre-school Manager and Committee Chairperson will review the application separately and decide whether to short list the candidate. A letter either rejecting or accepting the applicant is sent and the application is filed for future positions. At regular intervals this file is reviewed and candidates are contacted to see if they are still available.

If a job is currently available

Once a vacancy arises an advert is placed in the local post office, local press and through a recruitment agency (i.e. Indeed).

Job description and person specifications

A clear, precise job description is required for each role within the Pre-school and the appropriate one regarding the advertised post is sent out with every application. It includes the job title, the main purpose of the job, the specific responsibilities of the job, the individual tasks or duties which the post holder would be expected to carry out, and who their line manger is.

At the end of the job description we include the following statement **"This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Line Manager".**

The person specification details the key duties and responsibilities of the job, the appropriate skills, experience, and the knowledge or abilities needed to carry out the job. We also emphasise the experience/skills required for the role, rather than the qualifications required, especially if these are not essential to the performance of the job.

Adverts

Adverts placed will specify the key responsibilities of the position and the requirements of the individual. All our adverts include a **'recruitment and selection policy statement'** which gives details of our equal opportunities policy and safe recruitment procedures. This is as follows:

**"Haddenham Pre-school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants are subject to a satisfactory enhanced Disclosure and Barring Service check and two independent references".**

Application pack

On enquiry the application pack consisting of the application form, the job role and responsibilities, the person specification, and our recruitment safeguarding policy will be e-mailed or posted to each candidate. If any candidates are still on file they will be contacted and sent the application pack.

All applicants must fully complete the application form. CV's will not be accepted.

Short-listing applicants

When application forms are received the equal opportunities monitoring form and the front personal details form should be removed prior to short-listing and should not be seen by the interview panel. This is to be done by the Pre-school Administrator.

Applicants are not obliged to complete a monitoring form, but short-listed candidates who have not completed the one attached to their application form should be encouraged to complete one on arrival for the interview.

When drawing up the short-list, the interview panel should:

1. Agree the key criteria in each person specification and job role;
2. Measure the attributes of each candidate methodically against each requirement in the person specification and job role (but not against other candidates).
3. Record reasons for rejecting an applicant in writing on a separate piece of paper and attach this to the rejected application. This form is to be retained for 6 weeks following the rejection letter being sent to ensure queries can be answered.

The interview panel must not:

1. Introduce any new standards, qualifications or experience not advertised in the person specification;
2. Casually sift through the application forms to get an impression of suitable candidates;
3. Take into account the standard of handwriting in the application form as a means of determining the applicants level of skills or abilities, unless handwriting is a key criterion, and
4. Exclude a candidate from the short list on the grounds of his or her age, sex, sexuality, marital status, physical or mental abilities, disability or illness, religious or cultural background, political or trade union activities, ethnic background and social background.

The short-listed applicants should be notified of their interview by telephone where possible. Additionally, all short listed applicants will be sent an invitation to interview letter (this must include a sentence regarding special needs requirements to ensure compliance with the DDA), directions to the Pre-school, request to contact references prior to the interview if deemed necessary, be advised that there will be a second stage of the interview if the candidate is successful and that a DBS form will need to be completed at the second interview so the candidate needs to bring the necessary identification to the interview to allow for prompt application of the DBS.

Candidates who have not been selected for an interview should be sent a rejection letter.

References prior to interview and job offer

References are taken up prior to interview only if there is a concern regarding the candidates information i.e. gaps in employment or confirming a safeguarding children complaint - see response on application form to section stating "Have you ever been subject to an investigation/disciplinary action in relation to your conduct with children, young people or vulnerable adults?". Consent to contact the references prior to interview is requested n the application form. In general, the references will only be taken after the role is offered to the candidate.

Interview

Interviews will always include a face to face interview. The interview panel will consist of the Pre-school Manager, Pre-school Administrator/Committee Chairperson. One member of the interview panel has completed the Safe Recruitment Training.

The interview is in two parts having three core areas to cover. The second part will only take place if the initial interview is successful.

Initial interview

1. The candidate will have a brief tour of the Pre-school. The interview will be conducted by at least two members and will follow up to 5 pre-selected, open ended questions based around the job description and person specification, and linked to the application form response. The candidates’ responses will lead the interview to a series of further questions which should give a good insight into the candidate.
2. Once the candidate has left the interview the panel should review the candidate as soon as possible, preferably prior to the next candidate being interviewed, to ensure there is no confusion between the candidates. A decision to accept should be made at this stage, although the second interview may be required to answer any queries that arise. If a candidate is selected for a second interview a DBS form will be sent to them. They should bring it, along with the appropriate proof of identification to the second interview.

Second interview

1. The 'play' period. The candidate is asked to attend the Pre-school for a specified period, normally two hours, and depending on experience, will be asked to undertake an activity to show their knowledge and social skills, by interacting with the children and the team as a whole.

 After the play period the interview panel and candidate will go through any further

 questions that have arisen and receive the DBS form and proof of identification.

Job offer

The successful applicant will be advised by telephone and confirmed in writing of the offer of employment. Unsuccessful applicants will be sent a letter of rejection. The following is sent with the offer letter:

1 The Equalities and Valuing Diversity policy

2 The Confidentiality policy

3 The Health and Safety policy

4 Safeguarding and child protection policy

5 The job description and person specification

The letter will also include a statement saying that the offer is subject to at least two satisfactory references, one from the current employer, an enhanced DBS clearance, a successful induction process and a 3 month probation period.

A full contract of employment is sent out once the new team member has received their DBS clearance and satisfactory references. This contract will still be subject to a successful induction and probation period.

References

Haddenham Pre-school operates a two staged approach to requesting references, unless it has deemed it necessary to contact the referees prior to the interview (see above).

1. On selecting the candidate a telephone call is made to the candidate offering the position, agreeing basic terms and conditions such as pay, holiday, etc., and agreeing that the reference will now be sought prior to written confirmation of the offer being sent.

 The referees are contacted by telephone and the telephone reference request form is

 completed as fully as possible with the referee being advised that a full reference

 request will be sent via e-mail or post.

1. A full reference request is sent to both references once the telephone reference is deemed appropriate. This MUST be received within 5 working days or the referee must be contacted to chase the reference.

DBS clearance process

The candidate is legally required to disclose any convictions/cautions/court orders/reprimands and warnings which may affect their suitability to work with children.

On successful selection the form is completed and submitted to TMG DBS for clearance. Any DBS held by unsuccessful candidates are shredded.

The process takes between 6-8 weeks and as such candidates may have already started their position. Any newly appointed employee is not permitted to work with children without supervision and must not undertake specific care duties e.g. toileting and nappy changing.

Induction

Haddenham Pre-school operates a full induction program. This includes an introduction to the learning requirements expected at the setting, the key policies and procedures for a safe and healthy environment and the day to day roles of the staff within the sessions. The new member of staff will be appointed a 'Mentor' to help them settle in and to introduce them to the children and families.

On successful completion of the induction the new team member is invited to discuss their initial experiences and the induction is signed off and filed n the employees personal file.

Probation period

The offer of employment is subject to a successful probation period. During this period the full induction program is followed and this process should ensure the new team member is fully competent to fulfil the requirements of the position.

If there are any concerns during the induction process or at the 3 month probation interview, the team member may be asked to extend their probation period or advised that the contract will be terminated, although all effort will be made to work with the individual to help on any areas that may be resolved using training initiatives.

Training

Following the successful completion of the probation period, the new employee and the Pre-school Manager will meet to discuss any training which may be beneficial to the employee’s role within the setting. This may include First Aid training or Food Handling and Hygiene training. Child Protection training is to be completed within the probation period.

Information on training required will be added to the staff training log which is set up to help manage training for all the staff through internal and external courses. Internal training takes place at staff meetings, etc., external training is sourced through the Care and Education training booklet.

Safe working culture

All employees are monitored by their mentor/Pre-school Manager during their probation period and beyond to ensure all staff complies with expected behaviours and attitudes. This will ensure best practice in relation to safeguarding principles.

A robust Whistle-blowing policy is in place to ensure that any concerns about staff conduct are reported and acted upon in a fair and timely manner. In the event it is required there is a fair disciplinary process which allows for intervention when the codes of practice and safeguarding measures are not strictly followed.

This policy was adopted at a meeting of the Pre-school held on ..................................................

Signed on behalf of the Pre-school by ..........................................................................................

Date to be reviewed ..............................