

22

STREET LANE
NURSERY

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SAFE RECRUITMENT POLICY



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INTRODUCTION

The aim of this policy is to ensure that we adopt safe recruitment and selection procedures. Having a thorough safe recruitment procedure in place is crucial in order to safeguarding the children of 22 Street Lane Nursery. Recruitment and the checks that are undertaken as part of our processes are our first chance to make robust efforts to deter, identify, or prevent unsuitable individuals who might pose a safeguarding or welfare threat and stop them from gaining access to children.

All organisations and individuals who work with children and young people, or are involved in providing services to them, have a duty to safeguard and promote their welfare;

22 Street Lane Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

PURPOSE

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- **Attract and select the best possible applicants to vacancies.**
- **Deter prospective applicants who are unsuitable for work with children and young people.**
- **Identify and reject applicants who are unsuitable for work with children and young people.**



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PRINCIPLES

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on Safer Recruitment which lasts for five years).
- Selection will be based on a minimum of completed application form, shortlisting and interview.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process.
- All posts will normally be advertised.
- The Equalities Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

ADVERTISING AND INVITING APPLICATIONS

All our advertised vacancies include the following statement:

“22 Street Lane Nursery is committed to safeguarding and promoting the welfare of our children, we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts are subject to a satisfactory enhanced Disclosure Barring Service check.”



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Prospective applicants will be supplied, as a minimum, with the following:

- Job description.
- The Nursery's safeguarding policy (*seen under the safeguarding section*)
- The Nursery's recruitment policy (*this document*).
- An application form (*downloaded from the recruitment page*).

All prospective applicants must complete, in full, an "Application Form. (*We do not except CV's*).

SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

- References will be sought directly from the referee.
- References or testimonials provided by the candidate will not be accepted.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.



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- **The candidate's suitability for this post.**
- **Employees are entitled to see and receive, if requested, copies of their employment references.**

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacancy, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face.

Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

Candidates will always be required:

- **To explain satisfactorily any gaps in employment.**
- **To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.**
- **To declare any information that is likely to appear on a DBS disclosure.**
- **To demonstrate their capacity to safeguard and protect the welfare of children and young people.**



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EMPLOYMENT CHECKS

All successful applicants are required:

- To provide proof of identity.
- To complete a DBS disclosure application and receive satisfactory clearance.
- To provide actual certificates of qualifications.
- To provide proof of eligibility to live and work in the UK.

EMPLOYMENT OFFER

Any offer of appointment to the successful candidate will be conditional upon the following:

- The receipt of at least two satisfactory references (if not obtained prior to interview).
- Proof of the candidate's identity (where this has not been verified at interview).
- Proof of the candidate's right to work in the UK.
- A satisfactory Enhanced DBS Disclosure where they are working in "regulated activity"
- Verification of qualifications where they are a requirement of the post (if not verified at the interview).
- Completion of any probationary period where applicable.



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INDUCTION

All staff who are new to the nursery will receive induction training that will include the nursery's safeguarding policies and guidance on safe working practices.

All staff will be provided with a staff handbook (or equivalent) upon induction and allocated to a member of staff for appraisal, regardless of previous experience.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

