

Safer Recruitment Policy



Policy

Tiny Oaks Day Nursery has a duty under the Children's Act 2004 and statutory guidance documents, to ensure that all staff are suitable for their job role. –To ensure safer recruitment approaches are implemented when employing staff or volunteers, the following policy will be implemented to ensure a robust and consistent approach.

The named recruitment leads within a nursery are Manjeev Khaira and the Designated Safeguarding Lead (DSL - Manager) who have overall responsibility for the recruitment of qualified and suitable staff. Interviewers will have undertaken Safer Recruitment Training.

Procedure

Safer Recruitment procedure:

Please see Annexe 1 for an overview of the Safer Recruitment process.

Job description / Person specification:

There will be a job description and person specification for every position. The person specification will provide a detailed summary of the expectation of a candidate's suitability for the role. The job description and person specification will include a statement on the responsibility of the member of staff to safeguard and promote the welfare of children.

Criteria for selection:

Prior to the recruitment process commencing, interviewers will agree the shortlisting criteria, using the person specification. Secondly, pre-agree the interview questions based on the post to be used to conduct the interview and the template to be used for responses.

Advertising:

The posts will be advertised and job adverts will clearly state the position, required skills, knowledge, values, attitudes, expected qualifications and experience. Adverts will also include the hours and salary for the position. Job adverts will inform candidates that an enhanced DBS check (at the appropriate level) and self-disclosure if shortlisted, will be required for the post and will signpost candidates to the relevant policies and procedures to read prior to application.

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Applications:

The candidates will be asked to complete a Tiny Oaks Day Nursery application form, providing an explanation for any gaps in their employment history. A written statement will be requested if deemed necessary for any gaps of employment.

All candidates will be invited to review the status of any prior cautions, convictions or reprimands, and informed should they be successfully shortlisted – they will be required to self-disclose at interview. Further information can be found:

<http://hub.unlock.org.uk/contact/>

When using recruitment agencies settings must ensure that they are using Tiny Oaks Day Nursery Application form and recruitment documents to ensure that the requirements of the Safer recruitment policy is adhered to.

Shortlisting:

Candidates will be shortlisted according to the criteria set out in the person specification on review of the application form.

Pre-interview:

Candidates who are successfully shortlisted will be informed of the documents they will need to provide as evidence at interview. Additionally, they will be sent a 'self-declaration' form. This form will enable candidates to share any information regarding un-spent criminal convictions, reprimands, warnings or cautions at the point of interview. Candidates will be asked to bring the self-disclosure to interview and will provide it to the interviewer. Where necessary we are able to conduct media searches on candidates to explore any criminal activity within the public domain.

Interviews:

- Interviews will be undertaken by at least two people, both of whom must have completed Safer Recruitment training. The interviewers will check the candidate's suitability by ensuring they:
 - Have seen the original qualification certificates and verified the copy.
 - Have verified the qualification is valid and relevant to the role by referencing the DfE approved qualifications list:
<https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications> (Do not download this document as it is regularly updated).
- All staff qualified at level 3, holding an Early Years Educator qualification also have achieved a suitable level 2 qualification in English and maths as defined by the Department for Education. (Depending on the date which the qualification was achieved)

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- Have checked right to work, copied and validated identity documents including any change of name documents such as marriage certificate and Deed poll letters.
- Have seen the original DBS certificate and recorded the relevant details from the certificate.
- Have confirmed if the candidate is on the update service.
- Have probed candidate's values and attitudes to working with children.
- Checked any gaps/ inconsistencies/ clarifications highlighted on the application form.
- Have ensured the self-declaration form has been provided and fully completed.

Decision to appoint:

Successful candidates will be sent an employment offer letter clearly stating that the position is subject to all pre-appointment checks being completed, including DBS check and satisfactory references.

References:

Candidates must provide five years of their most recent employment/education references. If this period is not met within their two most recent references, further references may be sought to cover this time period.

- The first reference must be from the candidate's current or most recent employer.
- The second reference must be from the next consecutive most recent employer.
- If both references are in relation to roles outside of childcare, the candidate's employment history should be reviewed to undertake an appropriate childcare reference outside of this.
- It is not advised to accept references from a personal email, however if the only option is a reference in this way, then additional verification must be sought.
- References must confirm the position held by the candidate and the dates within which they were employed. To be acceptable, references should also indicate whether the candidate was subject to any disciplinary action and whether there are any known reasons why the candidate should not work with children.
- You must make every endeavour to receive work references and cover any gaps in employment. for instance: If a place of work in the last 5 years has closed down, moved or no longer operating under the same name, the candidate can supply their HMRC statement. This will show the dates worked and salary earned and can become proof of employment to cover a period of time. This does

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not cover the safeguarding element of a reference and this is why the DBS is so important.

- Candidates will be asked to provide evidence for any gaps in employment/education.
- All references must be received before commencement of employment.
- Suitable candidates must not commence employment until the hiring manager has deemed the suitability checks sufficient.

Referencing examples

Candidate A – Working as a nursery nurse at a day nursery for 8 years, before that they worked at Marks and Spencer's.

Reference request needed from their current day nursery to and Marks and Spencer's to cover their last 5 years work history as this is covered by the one employer.

Candidate B – Working as a carer for the last 6 months, worked in Tesco for 4 years previous to that, Nursery nurse at local day nursery for 3 years prior to that, attended college for 2 years before this.

Reference requests needed from the Care Home and the Day Nursery. This covers the last employer plus their childcare reference and 5 years of employment.

Candidate C – Worked as a nursery nurse for 7 years however this was 5 years ago as they have been caring for their 5-year-old child since then. The nursery was their first and last employment.

References needed – Day nursery from 5 years ago. You will also need to view their child's birth certificate and ask for proof of the child benefit or a letter from HMRC as proof they have not worked in the 5 years. We cannot keep their child's birth certificate on file due to GDPR but you can sign to say that you have seen this with the child benefit letter or HMRC document.

DBS checks:

All candidates are subject to an Enhanced Disclosure and Barring Service check at the relevant level. In relation to the DBS process, the following will be implemented:

- Update service: If a candidate produces a DBS check on the update service, the previous role listed, and the level of check must be validated as appropriate for the role they are applying for. The details of the DBS check must be recorded, the update service checked, and the date of the check and outcome recorded in the staffs file
- All candidates who are not on the update service will complete an Enhanced Disclosure and Barring Service check.

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- All new staff are advised to join and pay for the update service if they are not already subscribed. This is an approximate cost of £13 per year and is the responsibility of the employee. This must be completed within 30 days of the date which the Enhanced DBS certificate was issued.

Overseas DBS:

- Overseas checks must be sought if a candidate has lived outside of the UK for 6 months or more over a 5-year period, or 12 months or more over a 10-year period since they turned 18 years old. For further information:
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Information declared on self-disclosure / DBS certificate:

When the original certificate is seen and there is information disclosed within it, the following steps must be taken:

- Review the self-declaration form and compare the information shared by the candidate, and what is now on the DBS certificate.
- The Disclosure DBS Risk Assessment form must be completed to establish if the candidate is suitable.

Commencement of employment:

Successful candidates will be required to undertake the Tiny Oaks Day Nursery induction training, which guides them through the company's policies and procedures.

All new staff will be subject to a 6-month probation period with regular reviews. Probation periods may be extended if necessary.

On-going culture of vigilance

Staff files, the Single Central Staff Record and DBS's are kept up to date for all staff and volunteers:

- All staff will be expected to participate and complete the ongoing suitability checks provided.
- It is the individual's responsibility to inform Tiny Oaks Day Nursery if there are any changes to their circumstances in between reviews.
- All DBS checks are subject to a regular review (at least every 3 years) and are kept current. Staff who are subscribed to the DBS update service will be reviewed via

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the DBS updates website. The proof of ongoing suitability will be stored in the relevant staff file.

Further guidance

- Keeping Children Safe in Education 2022-
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080047/KCSIE_2022_revised.pdf

Linked Policies

Safeguarding and Child Protection Policy

Whistleblowing Policy

Code of Conduct

Managing allegations against staff Policy

This policy was adopted on	Signed on behalf of the nursery	Date for review
16/1/2023	<i>m khaira</i>	16/01/2024