

Recruitment and Employment

The safe recruitment of staff in nurseries is the first step to safeguarding and promoting the welfare of children in education. New Beginnings Nursery is committed to safeguarding and promoting the welfare of all children in its care. As an employer, the Nursery expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006E, and the Safeguarding Vulnerable Groups Act 2006 the nursery takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its children, the nursery is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

New Beginnings Nursery has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the Nursery based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

These policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at New Beginnings Nursery.

RESPONSIBILITIES

It is the responsibility of the manager and other staff involved in recruitment to:

- 1) Ensure that the Nursery operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Nursery.
- 2) Monitor contractors' and agencies' compliance with this document.
- 3) Promote welfare of children and young people at every stage of the procedure.

Staff may be involved in the recruitment procedure but the final decision will rest with the nursery manager.

ADVERTISING

To ensure equality of opportunity, the Nursery will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the Nursery's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 1998.

APPLICATION FORMS

New Beginnings Nursery uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision.

It details the skills, experience, abilities and expertise that are required to do the job.

The person specification will include a specific reference to suitability to work with children.

REFERENCES

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference. The Nursery does not accept open references, testimonials or references from relatives.

INTERVIEWS

There will be a face-to-face interview wherever possible, and the interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regards to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

Senior management will have undertaken safer recruitment training or refresher training (as applicable) and will be responsible for recruitment.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork. The checklist will be retained on personal files.

THE REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' **must be** declared when applying for **any** position at New Beginnings Nursery.

DBS CERTIFICATE

All staff at New Beginnings Nursery require an enhanced DBS Certificate and therefore a DBS Certificate **must be** obtained before the commencement of employment of **any** new employee. The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their Certificate to their interview.

It is the Nursery's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (i.e.: maternity leave, career break etc.) **must be** re-checked before they return back to work. Members of staff at New Beginnings Nursery are aware of their obligation to inform the manager or Director of any cautions or convictions that arise between these checks taking place.

PORTABILITY OF DBS CERTIFICATE CHECKS

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee which is payable by the applicant.

DEALING WITH CONVICTIONS

The Nursery operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- 1) The nature, seriousness and relevance of the offence;
- 2) How long ago the offence occurred;
- 3) One-off or history of offences;
- 4) Changes in circumstances,
- 5) Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Director. A decision will be made following this meeting.

PROOF OF IDENTITY, RIGHT TO WORK IN THE UK & VERIFICATION OF QUALIFICATIONS AND/OR PROFESSIONAL STATUS

All applicants invited to attend an interview at the Nursery will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form. Therefore, they must bring any relevant certificates as proof of their qualifications.

MEDICAL FITNESS

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

OVERSEAS CHECKS

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The Nursery, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff (see Certificate of Sponsorship section). In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

INDUCTION PROGRAM

All new employees will be given an induction programme which will clearly identify the Nursery's policies and procedures, including the safeguarding children policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with current legislation. The Single Centralised Register will contain details of the following:

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- 1) All employees who are employed to work at the Nursery
- 2) All employees who are employed as supply staff to the Nursery whether employed directly or through an agency
- 3) All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, peripatetic staff and people brought into the Nursery to provide additional help or instruction for children, but who are not staff members e.g.: music teachers, yoga instructors.

The Nursery manager will be responsible for auditing the Single Centralised Register and reporting his/her findings to the director.

RECORD RETENTION / DATA PROTECTION

New Beginnings Nursery will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie: shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the Nursery to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept in the nursery office in a locked and secure cabinet.

ONGOING EMPLOYMENT

New Beginnings Nursery recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The Nursery will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

LEAVING EMPLOYMENT

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the Nursery's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, New Beginnings Nursery will inform Children's Safeguarding Unit of the circumstances why the employee is leaving New Beginnings Nursery's employment.

MONITORING AND EVALUATION

The Nursery manager will be responsible for ensuring that this policy is monitored and evaluated throughout the Nursery. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the director.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>January 2017</i>	<i>Ruth Oseme</i>	<i>January 2018</i>