

The Lodge Nursery School

Safe Recruitment and Employment Policy

The Lodge is committed to safeguarding and promoting the welfare of children and young people, engages with children and staff in policy and practice developments, and proactively encourages feedback.

The Lodge uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage and our statutory duties under S11-013 of the Children Act 2004 and The Child Care Act 2006, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Criminal Records Bureau. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children. Adverts will make reference to the requirement of employees to obtain a Criminal Records disclosure via the Disclosure Barring Service, including checks against the barred list.

Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- a person specification
- an application form
- a copy of the Setting's **Safeguarding Children** policy.

The application form includes:

- instructions that the application form must be completed
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor or is the only suitable alternative)

All applicants must submit a hand-written application form by the closing date. We will only accept CVs if they are accompanied by our standard application form completed as required.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by imposing conditions or requirements that are not justifiable.

- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Criminal Records Bureau for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced CRB check.
- Staff are expected to disclose any convictions, cautions, court order, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.

We are aware that any fraudulent behaviour by a person in relation to application forms for employment or supporting documents may amount to a criminal offence. The nature of the fraud determines whether the police or another agency initially investigates the matter. We will refer to Action Fraud, which is the national fraud reporting service, who will refer to the police where they consider the document to be vulnerable. Action Fraud is contactable on 0300 1232040 or via the website www.actionfraud.police.uk. We will report any case involving false declarations on an application form to the police and to the Disclosure Barring Service and any false declarations could lead to summary dismissal.

Interview procedure

We will prepare the interview having received the application form and two references.

We will notify all candidates selected for interview by letter. All candidates will be asked to bring to the following items to the interview:

- proof of identity, eg passport, driving licence or birth certificate
- proof of address, eg recent utility bill (not mobile phone) or bank statement
- proof of qualifications, ie the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

When we have interviewed and observed all candidates, we will make our final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

When a new member of staff starts work at The Lodge we will give him or her:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- all our Setting policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.

We will conduct a full induction and orientation programme with all new members of staff as set out in our **Staff Induction policy**.

We will inform Ofsted of any changes to the person responsible for our setting.

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them.

New staff will only be allowed to work *unsupervised* with children when we have had full sight of a satisfactory DBS certificate for them.

If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will *not be allowed unsupervised access* to the children until we have seen and reviewed their DBS certificate.

When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our **Central DBS Record**. We will update the DBS checks for all staff every 3 years.

Disqualification

The Setting will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified we will terminate their employment. Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

A registered provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving license, passport, and NI number. We would seek to obtain a certificate of good conduct from the relevant Police force or Embassy in their country of origin. Candidates can request such disclosures themselves and we will follow them up. Staff can refer to the Disclosure and Barring service website for further information regarding overseas information service.

Training and Development

Our setting leader and deputy leader hold the CACHE Level 3 Diploma in Childcare or an equivalent or higher qualification and a minimum of half of our staff hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or equivalent or higher qualification.

- We provide regular in-service training through external agencies, such as Pre-School Learning Alliance and KCT.
- Our setting budget allocates resources to training.
- We provide staff induction training in the first week of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

- Staff take their holidays during holiday when they are not contracted to work. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.
- We have contingency plans to cover staff absences as follows:
 - Contact all permanent staff
 - Contact list of volunteers / bank staff

Complaints Procedure

The Lodge has a complaints policy which is to be followed where service users are aggrieved about any aspect of service provision, and in relation to conduct of staff and standards of service. However, the Complaints Policy – and procedures therein – are not appropriate to be used when an allegation is made against a member of staff where child welfare is concerned. In these circumstances specific Kent Safeguarding Children's Board procedures, as informed by the 'Working Together to Safeguard Children', and related guidance should be adopted to ensure effective multi-agency working and transparency.

This policy was adopted by: The Lodge	Date: august 2016
To be reviewed: August 2017	Signed: Properietor

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Suitable people [3.9-3.13]; Staff qualifications, training, support and skills [3.20-3.26]. and Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Suitable people[3.9-3.13]*