

Happy Faces preschool

Safer Recruitment

Policy statement

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

The safe recruitment of staff in our Preschool is the first step to safeguarding and promoting the welfare of children in our setting.

Safer Recruitment Procedure

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

The Preschool will advertise any vacant positions, making clear our commitment to safeguarding and promoting the welfare of children. All candidates will be required to fill out an application form, including a 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. A job description and person specification will be provided.

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.

There will be a face-to-face interview wherever possible, and the same panel will see all the applicants for the vacant position. 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 gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

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.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to proof of identity, qualifications, a satisfactory DBS Certificate and two references.

DBS (Disclosure and Barring Service) Certificate

All staff at Happy Faces Preschool require an enhanced DBS Certificate and therefore a DBS Certificate **must be** obtained before the commencement of employment of **any** new employee.

It is the Pre-school's policy to re-check employee's DBS Certificates every three years either full DBS or as part of the update service.

Induction

All new members of staff will have an induction that includes being made aware of policies and procedures. The induction will be completed on the first day, reviewed after a week and again after three months.

Supervision

All staff have supervision meetings with their line manager every 6 – 8 weeks. This will include a discussion about safeguarding and any training needs the member of staff may require. This is also an opportunity for staff to reflect on their practice within the setting,