

White Rock Pre-School

Safer Recruitment- POLICY

INTRODUCTION

The safe recruitment of staff in White Rock Pre-school is the first step to safeguarding and promoting the welfare of children in education, we are committed to safeguarding and promoting the welfare of all children in our care. As an employer, the pre-school expects all staff and volunteers to share this commitment.

In line with legislation including Keeping Children Safe in Education 2021, Working Together to Safeguard Children 2018 and The Prevent Duty 2015, we take very seriously our duty of care for all children. In order to help safeguard and promote the welfare of all its children White Rock Pre-School is committed to a thorough and consistent Safer Recruitment Policy. We are also committed to providing a happy and supportive working environment.

AIMS AND OBJECTIVES

The aim of the Safer Recruitment policy is 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.

- To ensure the best possible staff are recruited on the basis of their qualifications, experiences, abilities and suitability.
- To ensure compliance with all relevant recommendations and guidance.
- To ensure the pre-school meets its commitment to safeguarding and promoting the welfare of children by carrying out the necessary pre-employment checks.

RECRUITMENT AND VETTING CHECKS

All applicants will be required to complete an application form, a curriculum vitae will not be accepted in place of a completed application form. The applicant may then be invited to a formal interview where their relevant skills and experience will be discussed in more detail. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional to the following:

- The receipt of two satisfactory references (one of which must be the applicant's most recent employer). We require at least one of these references before the applicant commences employment. If the second one has not yet come through we will allow the applicant to start but not to provide any intimate care as in toileting or nappy changing. If the second reference was not supplied after one month after having been chased up by all available means we would seek an alternative reference. No member of staff ever works alone.
- The receipt of an enhanced disclosure
- Verification of the applicant's medical fitness
- Verification of relevant qualifications.
- Disclosure of any conflict of interests, as per our conflict-of-interest policy.

- New Staff will have to complete our induction process and will be made aware that their employment is on a probationary basis for the first three months.

We advised that anyone appointed to a post involving regular contact with children must be medically fit. It is the pre-schools responsibility to be satisfied that employees have the appropriate level of physical and mental fitness before an appointment is confirmed. We are aware of our duties under the Disability Discrimination Act 1995.

Verification of identity and address

All applicants invited for an interview will be required to bring the following:

- Passport / Driving licence
- Birth Certificate
- Proof of address (letter from bank, building society, utility bill)

Proof of date of birth is necessary so we may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. We do not discriminate on grounds of age.

Qualification Requirements

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

Overseas checks

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.

In addition to the above and as part of a broader approach to best practice in safe recruitment the pre-school will, whenever possible, ensure the following procedures are followed.

- Any advertisement will make clear the pre-school's commitment to safeguarding and promoting the welfare of children.
- The 'person specification' will include a specific reference to suitability to work with children.
- Face-to-face interviews will always form part of the recruitment process
- Our recruitment process for family and friends will be the same as for any other applicant.
- Where we are recruiting a young person under the age of 18 we follow exactly the same procedure, references would be sought from the most previous employer but also from their most recent educational establishment, and we will check to see if there is any other agency involvement.
- Where we are taking a student we only accept them from South Devon College with a reference from them and DBS check and they have a full induction.