Safer Recruitment Policy

The policy covers the arrangements for safeguarding during the recruitment and selection process and safeguarding issues that arise during employment in circumstances where children or service users are placed at risk, or where they could have been placed at risk.

- Advertisements for job roles at either of the Preschools will specify clearly whether the work involves regulated activity together with the basis of that work.

- Offers of employment will be made conditional on the receipt of a satisfactory disclosure checks.

- These will be conducted by the Disclosure and Barring Service in England and Wales.

- The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

- If the background check reveals that an applicant is not suitable, the offer of employment will be withdrawn by the Preschool and the applicant will not be employed.

Existing employees

- Existing employees may be required to provide a satisfactory disclosure check where their work becomes a regulated activity, or the Preschool requires them to start carrying out regulated activity. Existing employees cannot conduct any regulated activity/work until they have undertaken a satisfactory disclosure check.

- The disclosure check will be conducted by the Disclosure and Barring Service in England and Wales.

- The check will confirm that the employee is suitable to carry out the work and has not been barred from performing this.

- If employees are unable to provide a satisfactory disclosure check, or refuse to undertake a disclosure check, the staff member will not be able to continue working for the preschool.

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- If existing employees become added to the children and adults barred lists by either disclosure body, the staff member will not be able to continue working for the preschool. All employees who are added to the barred lists are required to inform their line manager of their inclusion on the list at the earliest opportunity. A failure to report any reasons why you should not be considered suitable to work with children and vulnerable people will be deemed a disciplinary matter to be dealt with under the disciplinary procedure.

- In both cases the Preschool will need to consider dismissal of the employee on the basis of the statutory ban imposed by the disclosure. The Preschool will be unable to continue to employ the employee in any capacity-as the continued association with the employee cannot be maintained, causes reputational damage to the employer or other reasons that harm its position in the marketplace.

Recruitment Procedures
In the event of a position becoming vacant, the manager will arrange for the position to be advertised. Application forms and a job description will be made available to interested applicants.

Applicants will be invited to make an informal visit of our Preschool.
Shortlisted applicants will be interviewed by the Manager and a Trustee member.

Details of the interview process and questions to be asked will be decided beforehand to ensure that we have the best opportunity to secure the right person for the role. The 'safer recruitment tool kit' sets out guidance for safe recruitment, the advice laid down in this document, found in the setting safeguarding folder will be followed.

The interview will be recorded by a nominated person. All the applicants will be fairly treated. There will be no discrimination against Sex, Race, Age, Religion, Marriage, Disability or Ethnic background. After the interview the panel will compare notes and reach a decision as to which candidate would be most suitable for the position. The successful applicant will be notified as soon as is possible. If they do not accept the position and there is a suitable second choice that person will be contacted and the offer repeated.

If none of the candidates meets the group's requirements and expectations, then the procedure will be repeated until a suitable candidate is found.

Factual references will be requested at the point where a position is offered to an applicant, which will confirm the person's suitability to work. These will be obtained prior to the successful applicant taking up the position by contacting the referees personally. References will not be accepted from personal friends or family

members, and we will always seek to gain a reference from the candidate's most recent employer.
Any electronic references will be checked to ensure they originate from a legitimate source. Any concerns arising from a reference will be clarified by making further contact with the referee for further details.
The successful candidates qualifications will be sought and evidence requested for any training certificates in relation to Early Years qualifications.

Once the position has been accepted the candidate will be required to fill in a barring and disclosure form (DBS check). The form is then sent off to be processed; this is to ensure that the candidate is suitable to work within a preschool environment. If the candidate is found to be unsuitable to hold this position, the offer of employment will be retracted. Until we have received the results of this form and suitable references, the successful candidate will not be able to have unsupervised access to the children.

You will be required to have your DBS check, up on the Government Update service https://secure.crbonline.gov.uk/crsc/apply which allows our charity to see if any relevant information has been identified about an employee, since their Certificate was last issued.

The Update Service allows you to keep your DBS check up-to-date and by subscribing to the service, reduces the need to apply for multiple Certificates when you move from one job to another within the same workforce or when a recheck is required.