

## Whiteley Preschool Safer Recruitment Policy



### **Our Safeguarding Statement**

**At Whiteley Preschool we have a duty to safeguard and promote the welfare of all who enter the setting. We are committed to ensuring that our practices reflect our statutory responsibilities and that we comply with best practice and Ofsted**

**requirements.**

All adults working or volunteering for Whiteley Preschool are committed to providing high-quality care and education through our commitment to safeguard and promote the wellbeing of children. We do this through creating a culture of safer recruitment. The implementation of a robust safer recruitment process helps identify or eliminate people who may pose a safeguarding or welfare threat.

All staff have relevant qualifications to care for the children or will be in the process of gaining qualifications. On-going training programmes are in place to ensure that an appropriate standard of care is maintained.

### **Implementation of the policy:**

The Preschool must ensure that:

- Parents are aware of the policy for recruiting suitable persons to work at the setting.
- Any adults providing care have or are working towards childcare qualifications and experience relevant to their roles within the setting.
- Staff are offered support to further their qualifications and to develop their skills, knowledge, and expertise in childcare. This will include drawing up and implementing an action plan to develop the skill base of staff.
- The safety and welfare of the children is paramount when staff are recruited, and when students and volunteers are accepted to work in an EYFS settings. All Adults employed to work are vetted for their suitability to work with children in accordance with the Safeguarding Children Guidance.
- Any adults who have not been checked will always be accompanied by a member of staff, this includes all visitors. Students and volunteers working in Early Years will always be supervised.
- All adults working in the setting are physically and mentally fit to care for pupils.
- The care provided for the children is consistent, safe and meets the needs of individuals.

### **The Preschool Childcare Manager:**

- Holds a relevant childcare qualification which enables him/her to carry out the role competently.
- Is responsible for the day-to-day running of the Preschools along with the Business Manager.
- Ensures that all staff, students, and volunteers are aware of the code of conduct for the company and that they behave in accordance with it.

### **Recruiting suitable staff**

#### **Recruitment:**

1. Staff vacancies will be advertised on Facebook, during staff meetings, via online recruitment sites and by-word mouth. Our safeguarding statement is stated on all adverts.
2. Applicants will first apply by email or telephone and asked if they would like to be sent an application form.
3. Interested individuals will be sent an application form, job description and any other information that may be of benefit for the applicant.
4. A first stage interview where applicants will spend at least 20 minutes working in the preschool room will be arranged. This will be followed by a formal interview where applicants existing working hours

or family arrangements will be considered. Identity checks will be performed, the applicants right to work in the UK will be evidenced and qualifications will be seen.

5. The interview panel will be arranged (no more than 3 interviewers) and questions written / formatted to gain the applicants suitability to the post. All applicants must be asked the same questions and similar time spent with each applicant during interview and tour of work area (if applicable). Any gaps in employment history will be enquired in to. Dbs seen if applicant holds a current certificate.
6. Written references will be sought from current employer and a second from previous employers. Where this is not possible personal references can be sought.
7. Dbs applied for if applicable or update check performed.
8. The most suitable applicant will be offered the post by telephone, if verbal acceptance is received then other applicants can be notified that they are unsuccessful on this occasion. Reasons for rejection to be noted on each application and filed for 6 months.
9. Letter of appointment to be emailed to successful applicant – confirming start date, salary, probationary period, hours of work etc.
10. Induction training program starts within the first week of employment, to include fire drill, basic health & safety, safeguarding, confidentiality, who's who etc. Training & proficiency record started.
11. Staff details form to be completed; DBS seen.
12. Terms and conditions of employment (contract) to be formally written and issued by week 13.

#### ***Through the interview process:***

- We check relevant qualifications, including First Aid and Safeguarding.
- We check that applicants know and understand the requirements of the Statutory Framework for the Early Years Foundation Stage, considering the role and responsibilities of the post.
- We check that applicants understand the needs of the children and that they understand equality & diversity issues.
- We will check an applicant's right to work in the UK, further checks will be made to any applicant who has worked or lived outside of the UK.

#### ***Offers:***

- We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of the Disclosure and Baring Service.
- Once we have chosen a successful candidate, we send the prospective member of staff a written offer for the position.

#### **Students and volunteers**

- A qualified member of staff always supervises all students and volunteers working in the preschool.

#### **Training and qualifications**

- We allow for a period of induction for all new staff, students, and volunteers. Child protection responsibilities are explained including the procedures to follow if there is concern for a child's welfare and concerns regarding a member of staff. Policies and procedures are read and discussed throughout the induction process.
- A qualified, experienced member of staff acts as a supervisor and mentor to all new staff, students, and volunteers.
- A 6-month probation period is in place in which the ongoing suitability of the staff member is assessed. Work ethic and performance is monitored closely during this time and if satisfactory levels are not reached employment may be terminated.
- An ongoing training programme is devised to enable staff to develop their skills and abilities and to keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff development records.
- We use a performance management scheme so that employees have regular opportunities to discuss their individual training needs.

- Staff supervisions take place on a termly basis and appraisals annually. At each meeting staff are asked if there are any changes to their circumstances and if they are still suitable to work with children. It is an employee's responsibility to inform the manager of any changes to their circumstances, including medical. If they fail to inform the manager of such changes within a timely manner the disciplinary procedure will be put in to place.
- Staff and volunteers are supported in their safeguarding roles, daily opportunities are provided to give the opportunity to discuss, safeguarding concerns. Safeguarding is on the agenda at every staff meeting and in-house refresher training is provided.

**Children Act Regulations relating to our policy**

OFSTED must be informed of any changes to the person in charge or to adults who live or work on the premises. OFSTED and the Dbs service must be informed of any factors that might affect a staff members suitability to work with children.

Details of names, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises.

Policy adopted on

Date: 11<sup>th</sup> July 2014

This policy was reviewed on 20<sup>th</sup> April 2023

Signed: ..... Chairperson