

## **Banwell Buddies Staff Recruitment Procedure**

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with the Statutory Requirements.

### **Procedure:**

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. Applications 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 our imposing conditions or requirements that are not justifiable.
- We advertise through local channels, for example North Somerset Council Vacancy Bulletin, North Somerset Times, Weston Mercury and other local papers depending on the post.
- Advertisements state our commitment to safeguarding and promoting the welfare of children.
- No CVs will be accepted. Information on how to receive an application pack is included in the advertisement.
- Advertisements state that we require 2 references to be received prior to interview, one of which must be from the applicant's current employer.
- References are followed up with a phone call to the referee.
  - If we are not satisfied with the information provided by the 2<sup>nd</sup> referee, a 3<sup>rd</sup> referee will be sought.
- Applications are scrutinised by the interview panel members; scoring against the criteria set out in the personal specification supplied in the application pack.
- Where possible, all interviewers will have completed Safer Recruitment Training and have the authority to appoint. A minimum of one interviewer must have in date training.
- Suitable applications are notified of an interview date.
- The identity and qualifications of candidates are verified on the day of interview by scrutiny of appropriate original documents; copies of documents are taken and kept on file.
- During the interview, the applicants' suitability to work with children as well as for the post is explored.
- All candidates are scored on their interview skill, knowledge and performance against the desired and essential criteria.
- All candidates are informed in writing of the outcome of the interview and are offered feedback if they are unsuccessful; an approximate time scale will be given to the candidate at interview.

- All staff are required to complete an Enhanced DBS check and medical suitability questionnaire to determine their suitability to care for children.
- All new staff are taken through an induction process during their first days of employment.

This Policy was adopted at the meeting of: Staff at Banwell Buddies

Held on: January 2018

Signed on behalf of the Committee: \_\_\_\_\_

Role of Signatory: Chair of Management Committee

Last update: 10/2018



		Initials	Date
Planning	Timetable decided		
	Job specification and description and other documents to be provided to applicants, reviewed and updated as necessary.		
	Application form seeks all relevant information and includes relevant statements about references etc.		
Advertisement	Includes references to safeguarding, statement of commitment to safeguarding and promoting welfare of children, need for successful applicant to be DBS checked		
Applications received	Applications scrutinised on receipt. Any anomalies/gaps in employment noted to explore if candidate is short-listed		
Short list prepared			
Seeking references	References requested directly from referee.		
	Ask recommended specific questions		
	Include statement about liability for accuracy		
On receipt of references	Check against information on application		
	Scrutinised, any discrepancy/issue of concern noted to take up with referee or applicant at interview		
Invitation to interview	Includes all relevant information and instructions		
Interview arrangements	At least two interviewers		
	Panel members have authority to appoint		
	Panel members have met and agreed issues and questions/assessment criteria and standards		
Interview	Explores applicants' suitability for work with children as well as for the post		
Post-interview	Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents. Copies taken and placed on file.		
Conditional offer of appointment	Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and a probationary period:		
	References received (if not obtained and scrutinised previously)		
	Electronic references are verified		
	Identity (any that couldn't be verified at interview)		
	Qualifications (those not verified at interview)		
	Permission to work in the UK, if required		
	DBS certificate – where appropriate certificate received		
	DBS Barred List – person is not prohibited from taking up the post		
	Overseas check if relevant – police check/reference		
	Health – the candidate is medically fit		
	Disqualification from childcare		
Child Protection training and other induction such as H&S, Safe Working Practice, Code of Staff Conduct policy, Whistleblowing etc.			





To:
Request for a reference in respect of:
In regard to application for :
Please confirm the following details: The applicant's period of employment with you: From: _____ To: _____
The applicant's current or most recent job title with you:
The main duties and responsibilities with you:
The applicant's reason for leaving your employment:
How long have you know the applicant:
In what capacity do you know them?
Did the applicant perform their duties satisfactorily? Yes [ ] No [ ]
If no, please provide details of any areas needing improvement and any remedial action taken:
Please read the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary)



Please comment on the effectiveness of the applicant's interactions with:

a) Other adults

b) Children and young people

Are you satisfied that the applicant is suitable to work with children? Yes [ ] No [ ]

If no, please provide specific details of your concerns and the reason for your answer:

To the best of your knowledge, has the applicant ever had an allegation made against them, which was founded, in regard to their behaviour towards children? Yes [ ] No [ ]

If yes, please give full details of the nature and date(s) of the allegations(s), by whom they were investigated, what conclusion was reached as a result of the investigation, whether any action was taken and if so what that was?

Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remained in force? Yes [ ] No [ ]

If yes, please give details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force.

Printed name:

Signature:

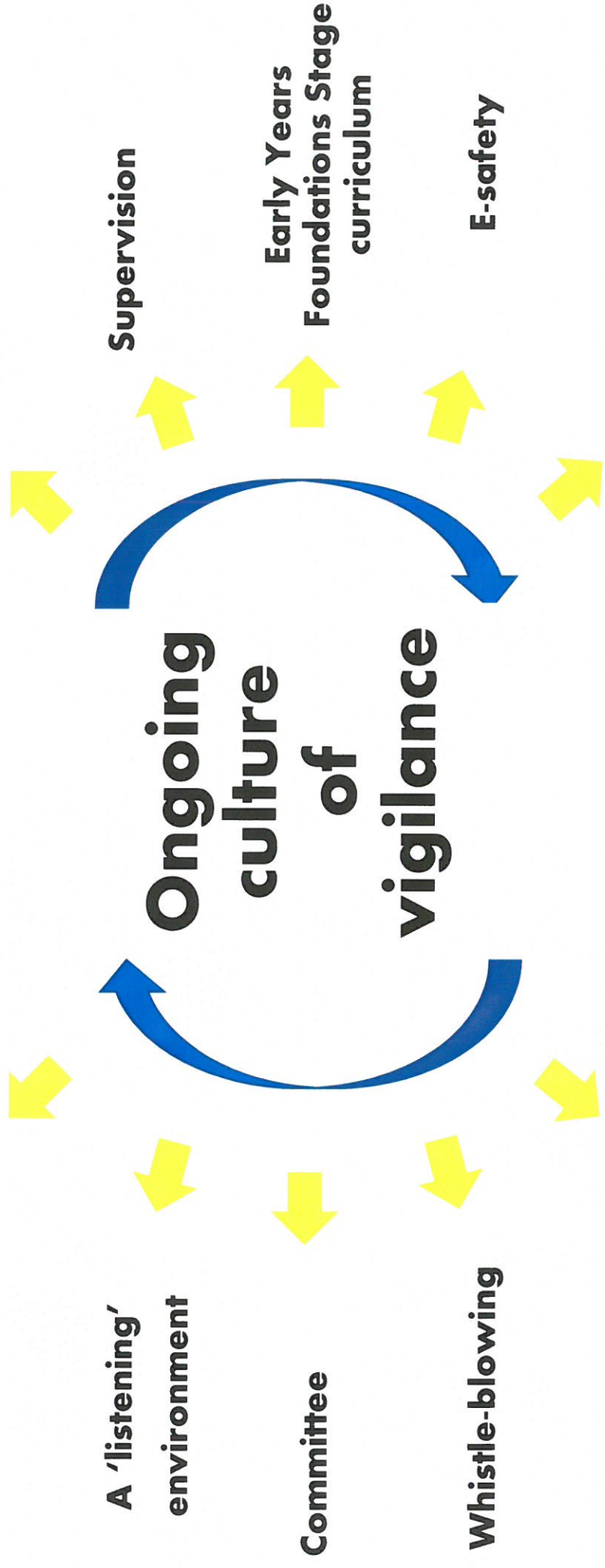
Position:

Organisation:

**Child protection**

**Safe working practice**

**Induction & training**



**Allegations management procedures**

**The preschool culture**

**Safe recruitment and selection**









