

Safe Recruitment

We are vigilant in our recruitment procedure to ensure that all people who work with the children are suitable and are qualified to do so. The nursery is committed to safeguarding and the welfare of children and young people and expects that all staff, students and volunteers do the same.

We follow this procedure each time we recruit a new member to join our team.

Advertising

- We use reputable job centre websites and may use reputable newspapers to advertise any available vacancies.
- We ensure that our advert always contains our Safeguarding statement and highlights our commitment to safeguarding.
- We ensure that all adverts include details that an Enhanced Disclosure and barring service check and at least two independent references are required for new employees.

Interview Stage

- Candidates are asked to contact the nursery direct and speak to the Manager. Candidates will be asked to email or post a current CV. References will be contacted prior to any job offer or second interview.
- A short list of candidates is drawn up against the job specification, qualifications and experience.
- All shortlisted candidates will receive a job description and be asked to provide personal identification and proof of qualifications plus two independent referees. Also documentation of eligibility to work in the UK.
- The Manager and deputy will both sit on the interview panel and are both involved in the overall decision making.
- All candidates reaching the interview stage are questioned and recorded using the same set criteria and questions. These are formulated around specific areas of childcare including safeguarding the children in their care, planning suitable activities within the EYFS, observing and understanding the legal framework applied to childcare and used in the setting.
- Any gaps or inconsistencies throughout the interview will be fully explored and any safeguarding concerns will be challenged.
- Candidates will be given a score for their answers including a score for their individual experience and qualifications.
- The Manager and deputy will then decide on the most suitable person for the position based on these scores, qualifications, skills, competences their knowledge and understanding of the Early Years Framework as well as the needs of the children and the nursery.
- A work trial will take place to confirm candidate's ability.
- Each candidate will receive communication from the nursery stating whether they have been successful or not.

Starting Work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student their tutor and another from a placement or school. These references will be taken up before employment commences. This may be verbal initially and then followed up with a written reference which will be kept in their staff file.

- New staff members will be employed on a minimum three-month trial basis.
- All new starters will be subject to an enhanced Disclosure and Barring service check whether they currently hold an enhanced CRB check or not, unless they are registered on the DBS update service. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this staff will not change nappies or supervise children whilst toileting will not be undertaken by any new member of staff without an up to date enhanced DBS (whether supervised or not)
- Proof of identity will be taken and a copy will be kept in each staff file.
- All qualifications will be checked and a copy will be taken for their staff file.
- All new members of staff will undergo an intensive induction during their first week they will read and discuss the nurseries policies and procedures, complete health and safety checks and a staff induction form. They will shadow a member of staff whilst they learn the way the nursery operates
- During their induction period all new staff will receive training on how to safeguard children in their care.
- The new staff member will receive regular meetings with the manager during their induction period to discuss their progress.

Ongoing Support and Checks

- Every staff member will be subject to an enhanced DBS check every three years.
- All staff are responsible for notifying the Manager in person should any circumstances arise that may affect their suitability to work with children. This will include any health concerns or incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager within a reasonable timescale.
- All staff will be required to sign a health and (DBS) Criminal records check declaration yearly to confirm their fitness to carry out the job and that no changes have affected their current DBS check.
- Each member of staff will receive two meetings per year with the manager, an appraisal and a review (supervision). This will provide an opportunity for the Manager and member of staff to discuss training needs as well as discuss performance. The manager will be responsible for any support the staff team may have in between these reviews. This includes mentor support, one on one training sessions and ongoing support.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**