**Safer Recruitment Policy**

The nursery takes it’s commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same. We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

**Our procedure is as follows:**

• We only use reputable newspapers, Indeed, the nursery Facebook platform and the job centre website when advertising any vacancies.

 • The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.

 • All applicants will be required to complete an application form, along with sending an up to date CV and will then receive a letter/phone call from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.

 • All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.

• During an interview applicants will be **asked to prove:**

-Their identity (passport or photo-card driver’s license)

- Relevant qualifications (certificates)

- Eligibility to work in the UK (official paperwork)

- Their criminal history (disclosing anything that will show up on a DBS)

• Detailed enquiries will also be made regarding any gaps in their employment.

 • The nursery manager (Holly/Amiee) and proprietor (Farz - or supervisor Derren/Khiya) will be present at interview although the final decision regarding employment will remain with the proprietor at all times.

• Each applicant will receive communication from the nursery stating whether they have been successful or not.

**Starting work**:

• The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced Disclosure and Barring service check.

• Successful applicant will be required to sign themselves up to the update service, within the allotted time frame (within 30 days of the DBS certificate issue)

• DBS update service will be checked each term, for every member of staff

 • Where new members of staff already have the update service, applicant must supply the nursery with their DBS certificate number and the update service code.

• New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.

• New members of staff will undergo an induction period (minimum of 12 weeks) during which time they will read and discuss the nursery’s policies and procedures and receive a mentor who will introduce them to the way in which the nursery operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

• All staff will attend an annual ‘ongoing suitability interview’ and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within in a reasonable time scale.

Policy written by: Amiee Gleave – Nursery Manager

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