Safer Recruitment Policy

Safeguarding and Welfare Requirements / 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.16, 3.17, 3.69, 3.70, 3.78

Before any staff recruitment, at least one member of the interview panel will have been trained in Safer Recruitment. At Skylark Day Nursery we understand and respect the importance of safeguarding children and that part of our duty of care is to ensure we appoint staff who are the most suitable. We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice and we use Ofsted guidance on obtaining references and checks (from the Disclosure and Barring Service – DBS) for staff.

We make sure that every prospective employee's DBS disclosures and barred list information is checked before they start work. This makes sure that they are suitable to work with children.

We complete an intensive recruitment policy, which includes advertisement, an interview and obtaining two written references.

- All jobs within the nursery have a defined job description, which is made available to all applicants prior to completing an application form.
- Whilst a CV is a useful tool in assessing suitability, a full application form must be completed prior to interview.
- Verbal references may be sought prior to interview, or after the candidate has been asked back for a second interview or a supervised stay and play session. However, written references will be obtained if the candidate is successful in their application and employed by Skylark Day Nursery.
- All gaps in employment history will be scrutinised and rigorously explored.
- Probing questions (value based) will be asked of the candidate in order to best judge their views and opinions. In addition, site-specific questions will also be asked of the candidate.
- All appointments will be carried out by a minimum of two members of the management team.
- All prospective and current staff are informed that they must disclose convictions, etc. **before** and **during** employment.
- Confidential records are kept on staff qualification, identity checks, DBS.

- All potential employees will be seen at least two to three times prior to taking up a position with the nursery.

All staff are employed on a six-month probation period to ensure they maintain high standards of care and support to children.

We provide staff induction training in the first week of employment. This induction includes our health and safety policy and safeguarding children procedures. Other policies and procedures will be introduced within an induction plan.

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Review Date	Name	Position	Signature