

Kiddy Academy Safer Recruitment Policy

The purpose of this policy is to attract the best possible applicants to vacancies. To deter prospective applicants who are unsuitable to work with children or young people and to identify and reject applicants who are unsuitable to work with children. There are some statutory requirements for the appointment of staff in settings and these must be met.

Subject to availability of training, The nursery will ensure at least one recruiter has successfully received accredited training in safer recruitment procedures. Advertisements for posts -whether in newspapers, Journals or online will include the following statement:

The Nursery is committed to safeguarding children and young people. All post holders are subject to a satisfactory Dbs disclosure and Barring Service check.

Prospective applicants will be supplied as a minimum with the following:

- Job description and person specification
- The Nurseries safeguarding Policy
- The recruitment policy
- The selection procedure for the post
- An application form

All prospective applicants must complete in full an application form, short listing of candidates will be against the person specification for the post. Where possible references will be taken up before employment begins so that any discrepancies can be identified, and the candidate can be probed. References will be sought directly from the referee. References provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies, a note of such exchanges will be kept. Referees will always be asked specific questions about:

- The candidates suitability for working with young children
- Any disciplinary warnings including time expired warnings that relate to the safeguarding of children
- The candidates suitability for the post

Employees are entitled to see and receive if requested copies of their employment references. Selection techniques will be determined by the nature of the duties of the vacant post. But all vacancies will require an interview of short listed candidates. Interviews will always be face to face. Telephone interviews may be used at the short listed stage but will not be a substitute for a face to face interview. (which may be via a visual electronic link)

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to

recruiters

- To declare any information that is likely to appear on a Dbs disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children.

All successful applicants are required:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance (or be subscribed to the update eservice)
- To provide original certificates of qualifications
- To complete a confidential health declaration
- To provide proof of eligibility to live and work in the UK

All staff who are new to the nursery will receive induction training that will include the nurseries safeguarding policies and guidance on safer working practices. Regular meetings will be held during the first three months of employment between the new employee and the appropriate manager(s).



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19