**Safer Recruitment Policy**

At Little Londoners, we are committed to providing the best possible care and education and to safeguarding and promoting the welfare of all children. We are also committed to providing a supportive and flexible working environment to all our members of staff. We recognise that, in order to achieve our aims, it is of greatest importance to attract, recruit and retain staff of the highest calibre, who share our commitment.

Our aims and procedure

We comply with all relevant recommendations and guidance by carrying out all necessary

pre-employment checks.

When advertising any vacancies, we only use reputable newspapers, social networks,

recruitment agencies and the job centre.

The adverts always contain the following statement:

**We are committed to safeguarding and promoting the welfare of children. Successful**

**candidates must be willing to undergo child protection screening, including checks with**

**past employers and a DBS check.**

We support our Equal Opportunities policy by ensuring that all job applicants are

considered fairly and consistently, so that no applicant is treated unfairly on any grounds,

including race, colour, nationality, ethnic origin, religious belief, sex or sexual orientation,

marital status, disability or age.

**The application form**

All applicants will be required to complete an application form and will then receive a

letter from the nursery stating whether they have been successful in reaching the next

stage (face to face interview) or not. Incomplete applications will not be

accepted. Curriculum Vitae (CV) will not be accepted in place of the completed application

form under any circumstances.

**Short-listed candidates and references**

All shortlisted candidates will receive a job description and person specification and our

Safer Recruitment policy (this document). Wherever possible, references will be checked

before candidates attend an interview. The successful candidate will be informed that their job offer is conditional, dependant on a DBS check and the return of 2 satisfactory written references, one of which must be from the applicant’s current or most recent employer. If the current/most recent employer does/did not involve working with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

**All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.**

**They will also be asked to confirm the following:**

* The applicant’s dates of employment, job title/duties, reason for leaving, performance.
* Sickness and disciplinary record.
* The applicant’s suitability for the post in general.
* The applicant’s suitability for working with children. Whether the applicant has ever been the subject of disciplinary procedures, including warnings, involving issues related to the safety and welfare of the children (including any in which the disciplinary sanction has expired).
* Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children.

We will only accept references obtained directly from the referee on our official reference form with all sections completed. We will not accept references or testimonials provided by the applicant or on open reference or testimonials. We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named will be contacted in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges. Unsuccessful applicants will be informed in writing. Successful applicants (candidates) will be invited to an interview.

**The interview**

Both the nursery managers will be present at the interview and the final decision regarding

employment will be agreed between them. At least one member of the recruitment panel will hold a current certificate in Safer Recruitment. Candidates will be invited to attend a formal, face-to-face initial interview, at which their relevant skills and experience will be discussed in more detail. Candidates will always be required to:

* Explain any gaps in their employment history satisfactorily
* Explain any anomalies or discrepancies in the information available to the recruiters
* Declare any information that is likely to appear on the DBS disclosure
* Demonstrate their capacity to safeguard and protect the welfare of children and young people
* Answer questions aimed at obtaining evidence of how the candidate meets the criteria listed on the person specification; the same areas of questioning will be covered for each candidate

During the interview, applicants will be asked to prove:

* Their identity (a valid passport, full birth certificate or drivers’ license photo ID card)
* Where an applicant claims to have changed his/her name by deed poll or any other mechanism, e.g. marriage, adoption, statutory declaration, he/she will be required to provide documentary evidence of the change.
* Their address (two forms of proof which can be utility bills or bank statements, no older than 3 months) showing their name and home address
* Documentation confirming their National Insurance Number (P45, P60 or NI Card) Original documents confirming any educational and professional qualifications referred to in their application form.
* Eligibility to work in the UK (official paperwork)
* Answer questions aimed at obtaining evidence of how the candidate would aim to fulfil the roles and responsibilities as detailed in the job description for the post
* Answer questions aimed at obtaining evidence of the candidate’s motives, attitudes and behaviour in relation to the role

Each applicant will receive communication from the nursery stating whether they have

been successful or not.

The notes taken and documentation used in the interview process will form part of the formal record of why candidates were, or were not, selected. For unsuccessful candidates these records will be retained for one year and then destroyed, unless the candidate specifically requests that we keep their details on file. Successful candidate’s notes will be kept on file for the duration of their employment and for a minimum of six years afterwards.

**Conditional Offer of Employment**

The offer will be conditional on the agreement of a mutually acceptable start date and the signing of our contract incorporating the nursery’s standard of terms and conditions of employment. It will also be subject to receiving two satisfactory references as detailed, the verification of professional status as appropriate, the verification of medical fitness as stated in ‘declaration of health’ and the satisfactory completion of the probationary period as detailed in the contract. In addition to these checks, we will apply for a new enhanced criminal record disclosure from the (DBS). An Enhanced (DBS) Disclosure will contain details of all convictions on record, including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. As the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfES and the Department of Health.

Applicants with recent periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, where one is available in the relevant jurisdiction(s).

If the above conditions are satisfied and the offer is accepted, then the applicant will be issued with a contract of employment as confirmation of employment.

*If a candidate is found to be on the DCSF List 99 or the protection of Children Act List, or if the Enhanced (DBS) Disclosure shows s/he has been disqualified from working with children by a court, or if s/he is found to have provided false information in his/her application, or if s/he is the subject of serious expression of concern as to his/her suitability to work with children, these facts will be reported to the Police and the DCSF Children’s Safeguarding Unit.*

**Induction**

New members of staff will undergo an induction period during which time they will read and discuss the nursery’s policies and procedures and receive a supervisor, 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.

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. 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.