



The Goslings Preschool

Registered Charity No. 1094277

Safer Recruitment Policy

At The Goslings Preschool, 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.

We are committed to providing the best possible care for our children, and to safeguard and promote the welfare of young children. The preschool is also committed to providing a supportive working environment for all its members of staff. In order to achieve these aims, we recognise the importance of attracting, recruiting and retaining staff who share this commitment. The Goslings Preschool will follow a strict safeguarding procedure to protect all children in our care and expects all staff, volunteers and students to share this commitment.

Recruitment Procedure

- The preschool will issue a local advertisement, including via the local authority, and include a job description, essential criteria and terms and conditions of the role, as well as a person specification.
- All prospective candidates will be asked to submit an application form containing questions about their previous employment and academic history, along with their curriculum vitae (CV).
- Applicants will then be contacted either by email, letter or telephone to let them know if they have been successful in reaching the next stage, a face-to-face interview.
- The interview panel will comprise of the Chairperson and Preschool Manager.
- A standardised set of interview questions will be written beforehand and agreed by the interview panel.
- During the interview, detailed enquiries will be made regarding any gaps in their employment and reasons for leaving this employment (if they are happy to discuss).
- Candidates invited to an interview will be asked to bring with them:
 - One of the following: a current driving licence, passport or full birth certificate.
 - A utility bill or statement, showing their name and address for the last three months.
 - Documentation showing their national insurance number (NI card, P45 or P60).
 - Documents confirming any educational or professional qualifications referred to in their application form.
 - Eligibility to work in the UK, as appropriate.
 - Their criminal history (disclosing anything that will show up on a DBS check).
 - Where an applicant claims to have changed their name by deed poll, the relevant documentation will also be required.
 - A health declaration form.

- Where possible, references will be checked before the interview stage.
- Successful candidates will receive a letter stating their job offer is conditional, dependent upon the return of two satisfactory written references, as well as an enhanced DBS check.
- New staff who do not receive two satisfactory references will not be able to begin work at the preschool.
- It may be necessary for a candidate to attend a second interview.

Induction

- For candidates offered a position, the new starter will be on a three month probation period. During this time, the individual will be assigned a mentor who will introduce them to the way the preschool operates and train them in all areas, as well as completing their induction programme. New employees will also be required to read, understand and sign to confirm that they have read the staff handbook and will adhere to all preschool policies and procedures.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing or supervising toileting) to any child until their DBS is completed and is 'clear'.

Induction documents will include:

- Staff handbook (includes the staff Code of Conduct, all preschool policies and procedures and requires the individual to sign and confirm adherence once read).
- New starter staff details form.
- Personal information form.
- P46 form (if required).
- A fire drill will be performed within the first two weeks of a new employee starting at the preschool, to ensure that they are fully versed in the procedures and their responsibilities.
- All staff members will be invited to attend an annual appraisal/performance review, in addition to two interim reviews in the Spring and Summer terms.
- Staff are responsible for notifying the Preschool Manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the preschool environment.

Enhanced DBS Checks

- In accordance with the recommendations of the Department for Education (DfE) in "*Safeguarding Children: Safer Recruitment and Selection in Education Settings*", the preschool ensures pre-employment checks are performed for all prospective employees for all positions.
- The preschool will apply for checks and certificates from the Disclosure and Barring Service (DBS). The preschool will cover the cost of the first check. The preschool will always request an enhanced disclosure as described below:

An enhanced 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 any 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. If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DfE and the Department of Health.

- The preschool’s policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the preschool will:
 - Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff (Preschool Manager, Deputy Manager and Chairperson).
 - Not retain disclosure information or any associated correspondence for longer than necessary in accordance with General Data Protection Regulations (GDPR). The preschool will keep a record of the date of the disclosure and the disclosure number which will be recorded on the single central record.
 - Once the member of staff has received their DBS certificate, they will be permitted to sign up to the update service, guidance on how to do this will be given by the Preschool Manager.

This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.