



Safer Recruitment and Selection Policy

Little Gulls and Buoys pre school is committed to providing the best possible care to its children but also to safeguarding and promoting the welfare of children and expects all permanent, bank staff and volunteers to share this commitment. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain members of staff of the highest calibre who share these values.

At Little Gulls & Buoys we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team. We are committed to our equal opportunities policy and actively promote equality of opportunity and anti-discriminatory practice.

Identifying a vacancy

The starting point for making an appointment is the identification of a vacancy, which must first be agreed with the Directors. A vacancy may arise due to: replacement of a member of staff who is leaving; a new post; or a variation in hours of an established post. The management team (Early Years Manager, HR/Business Manager and the Directors) will establish precise details; including how many hours are to be advertised, the salary range and whether the position is temporary or permanent. A job description and person specification will then be agreed for any new vacancy and will be used for drafting the job advertisement. This will set out the qualifications, abilities, skills, knowledge and other qualities required for the post, those which are essential and those which are desirable will be distinguished. If a recruitment agency is appointed, this will be sent to the agency so they have all the necessary details about the role.

Advertising

The HR/Business Manager will create the job advertisement and with the directors will handle all the administration of advertising the post. The closing date will be at least two weeks after the appearance of the advertisement. We use reputable agencies and websites to advertise for any vacancies; in addition to this we will also feature any available jobs on our Little Gulls & Buoys website. We ensure that all recruitment literature includes details of our commitment to safeguarding, equal opportunities and our safer recruitment procedures including an enhanced Disclosure and Barring Service (DBS) check alongside an enhanced check for regulated activity.

Applications

All job applicants will receive a recruitment information pack by email which will include a brief introduction to the pre-school, an application form, a job description and person specification. All applicants will be required to declare any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children.

Shortlisting

The management team will be responsible for shortlisting candidates. We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not. Shortlisting enables us to select the most appropriate candidates for interview. Shortlisting will be done according to the selection criteria sent to candidates and with a large number of applications a scoring system may be used. Notes and records of this process will be kept for all applicants.



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Interviews

Interviews will be carried out by members of the management team, all of which will have received training in safer recruitment and equal opportunities. The same panel will interview all candidates wherever possible so that judgements are consistent. All interviewers will be given the same set of information on each candidate.

All applicants who are invited for interview will be questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the pre-school. The questions will be competency based and will ensure the candidate has the same values as Little Gulls and Buoys with regards to the safety and welfare of the children in their care.

All applicants attending interview will be required to provide the following;

- Proof of identity (current driving licence or passport or full birth certificate and two utility bills or statements showing their name and home address)
- Original qualification certificates relevant to the job

All applicants who are not successful will be notified in writing as soon as possible.

Offer of Employment and Pre Employment Checks

Once the successful applicant has been identified, we will confirm the provisional offer in writing. The HR/Business manager will be responsible for all the necessary paperwork such as the provisional offer of appointment and contract. We will then carry out the following pre employment checks and the offer will be conditional upon receiving the following;

- The receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) (see below)
- Evidence of eligibility to work in the UK
- The receipt of two satisfactory references (see below)
- A completed health declaration form

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. A standard reference letter and form will be sent to all referees. All references must be in writing and we will not accept verbal references.

Disclosure and Barring Service

Little Gulls and Buoys applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff, volunteers and students. We 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 details of any cautions, reprimands or warning 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 DFES and the department of health.

Students/Volunteers

All students and volunteers will be invited to attend an interview prior to being offered a placement. Enhanced Disclosure and Barring Service checks are obtained through the training provider/organisation, in respect of all students and volunteers aged 16 or over. Students and volunteers are never left unsupervised at any time whilst in the pre-school.

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