

## Safer Recruitment Policy

Sunny Socks Nursery School recognises the need to meet the requirements of the EYFS for child care in relation to safer recruitment. In order to achieve this we will ensure all vacant job descriptions are reviewed and amended to accurately reflect the job role and to meet current legislation.

### Procedures:

We advertise using reputable local media, local government website and relevant social media sites. Advertisements will state that the position is subject to DBS enhanced disclosure.

Application forms are sent out to all candidates showing an interest in the position. The application form asks for a detailed employment history which will enable us to identify any gaps or discrepancies.

A Curriculum Vitae and covering letter will not be accepted as part of the application process. An appropriate application form will be used by all applicants. A job description will also be sent, which will outline the responsibilities of the role.

Potential candidates will have the opportunity to visit the setting during the recruitment process.

Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and qualifications.

At least two members of senior staff will be present at each interview one with Safer recruitment training.

All candidates reaching the interview stage are questioned using the same set criteria and questions 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 nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care. Candidates will be given a score for their suitability based on the personal specification including their individual experience and qualifications.

The most suitable person will be selected for the job based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery. Each candidate will receive communication from the nursery stating whether they have been successful or not.

Offers can be made pending outcomes of references, checks and copies of relevant qualification certificates. A minimum of 2 Suitable references, one of which is from applicant's current or last employer, will be sought prior to commencement of employment. If references are not on headed paper then the referee must be contact verbally to verify the reference.

The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children within the setting. Continued employment is subject to a satisfactory enhanced DBS disclosure.

An employment contract will be agreed and completed for every new employee.

A full induction will be completed within the first week of employment, which will be documented.

A performance review will take place with the new employee at regular intervals during the specified probationary period to ensure they are settling into the team and meeting the requirements of the post.

An appraisal and review system is in place to support performance management.

When giving out references for employees of Sunny Socks only the Director is permitted to do so. Any member of staff who gives a reference on behalf of Sunny Socks, who is not permitted to do so, will face disciplinary action, which could result in dismissal.

Only employees who are currently employed or have left the company within the past 12 months will receive a reference.

It is the policy of Sunny Socks that there shall be no discrimination in recruitment, employment conditions, training and promotion. Sunny Socks will eliminate discrimination in all employment matters on the grounds of gender, marital status, colour, race, nationality or ethnic or national origins, disability, age, religion and sexual orientation.