

Naunton Park Pre-School Playgroup



Safer Recruitment Policy

Statement of Intent

This policy describes the effective system in place at Naunton Park Pre-School to recruit staff. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat. This policy also covers the recruitment of ex-offenders, and is made available to all enhanced disclosure applicants at the outset of the recruitment process. We are committed to the fair treatment of its staff, potential staff and volunteers, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependants, age, disability or offending background. We select all candidates for interview based on their skills, qualifications and experience.

As a pre-school we work inline with GSCP (Gloucestershire Safeguarding Children Partnership).

Safer Recruitment Procedures for paid employees:

- An enhanced disclosure is always carried out for any positions at Naunton Park Pre-School
- All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form
- Full employment history is asked for on our application form and employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by those conducting the interview and copies will be made.
- Short-listed candidates are required to attend an interview.
- During the first interview, a right to work in the UK form is completed with the candidate to make sure they can legally work in UK.
- This process also requires one form of ID to be seen and checked.

- Where possible, if candidates are successful at their first interview, they will be invited back for a second. During the second interview, supervised time will be spent with the children.
- At least one member of the interviewing panel will be Safer Recruitment Trained (SRT).

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 3 original identity documents. We do not accept portable DBS checks. A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken for their personal file to support the candidate’s right to work in the UK.
- Both referees will be contacted, and references sought.
- probationary period of a minimum of 13 weeks is set.
- A disclosure of criminal record and disqualification declaration for early year’s settings is completed annually, if the person is employed for more than a year.

Specific procedures relating to ex-offenders:

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Chair /Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process who have undertaken the necessary training. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy was adopted at a meeting of Naunton Park Pre-School Playgroup

Held on

Signed on behalf of the playgroup.....

Office.....

To be reviewed	Reviewed by	Office	Signature	Date
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Jan 2024	Lucy Champion	Secretary	L Champion	18/01/23