

Safer Recruitment Policy

Policy statement

The Cygnets Milton Pre-School takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

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.

Procedures

- We only use reputable newspapers, websites and the job centre when advertising any vacancies
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form and will then receive a letter from the Pre-School stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove:
Their Identity (passport or photocard drivers license)
Relevant qualifications (certificates)
Eligibility to work in the UK (official paperwork)
Detailed enquiries will also be made regarding any gaps in their employment.

The Pre-School Manager, Administrator or member of the Committee will be present at the interview and the final decision will be a joint decision.

Each applicant will receive communication from the Pre-School stating whether they have been successful or not.

Starting Work

The successful applicant will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and a DBS check.

New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy, toileting or changing) to any child until their DBS comes back clear.

New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss the policies and procedures and receive a mentor/buddy who will introduce them to the way in which the Pre-School 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.

All staff are required and 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 Pre-School. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.

This policy was adopted by	_____	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	