

# TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

Tel 01234 888970 email: [admin@turveypreschool.org](mailto:admin@turveypreschool.org) [www.turveypreschool.org](http://www.turveypreschool.org)

Registered charity no.295055

## Safer Recruitment Policy:

**AIM:** Turvey Pre-school aim to ensure that the safety and welfare of our children and staff is paramount.

Turvey pre-school will provide a safe and positive learning environment for all children and staff.

The safer recruitment policy will be regularly reviewed and updated to reflect up to date statutory guidance requirements to ensure a rigorous and fair recruitment process.

Turvey pre-school will ensure that practices are put into place to help to prevent, reject or deter anyone who may abuse children.

This policy outlines the procedures we follow to ensure the safer recruitment practises in line with our statutory guidance and the Early years foundation stage (EYFS)

### Safer Recruitment Statement:

Turvey pre-school will be consistent in the recruitment process. Turvey pre-school will ensure they are minimising the risk of appointing an unsuitable candidate by creating clear records for future reference.

This policy applies to:

- All staff (permanent, temporary and agency)
- Volunteers and students
- Contractors working onsite where relevant

### Turvey Pre-school Safer recruitment process is as follows:

The leader will undergo Safer recruitment and Advanced safeguarding and DSL training every 2 years, to ensure that knowledge and processes are always up to date.

### When advertising for a role the leader / DSL will:

1. Create a job description and person specification for the role, clearly outlining the safeguarding responsibilities. To include essential and desirable criteria
2. Advertise the role. Including a statement of commitment to safeguarding. Stating that pre-employment checks (including DBS) are required.



3. Ensure all candidates complete an in-house application form that includes:
  - a. a space to explain how they meet the person specification;
  - b. a self-disclosure form to confidentially highlight any relevant convictions, child protection investigations or disciplinary sanctions are on their record and
  - c. space for at least two references.
  - d. their full employment history
  - e. Information about their qualifications.
4. At least 2 references will be obtained in writing which should be received directly from the previous employers via personal email or in writing. Phone numbers are also requested. The reference will request specific information regarding a candidate's suitability to work with children. The leader will then ring referees directly once written references have been received. Any concerns raised will be followed up before appointment.
5. Shortlisting applicants will include, assess candidates against the person specification and identify and explore any gaps or inconsistencies in employment.
6. Once references are authorised, Shortlist applicants are requested for interview. The interview will be carried out by at least two people to ensure fairness. To include leader, Chair and deputy if necessary.
7. Conduct the formal interview (preferably face to face) and verify the candidate's identity using original documents. The candidate will be asked safe-guarding related questions. There should be at least two people present for this role. We may ask for the candidates to conduct a practical test, such as observing a short activity with the children to judge an applicant's suitability for the role. Interview panel will record decisions and reasons for selection and assess candidates' suitability to work with children.
8. If Turvey pre-school are happy that the above criteria have been met and conducted fairly, they will ensure the applicant meets the requirements of the following:
  - a. The Disclosure and Barring Service (DBS) check;
  - b. Verification of identity
  - c. a qualifications check;
  - d. a right to work check and
  - e. an overseas check.
  - f. Ensuring two satisfactory references are obtained (one from most recent employer)

Employment will not commence until all checks are satisfactorily completed.

## **If Turvey pre-school have concerns about an applicant, they will:**

If any of the checks on an early year's candidate reveal concerns, Turvey pre-school will assess whether they are suitable to work with children. Turvey pre-school will follow the procedures below to make these decisions. If necessary, Turvey pre-school will pass information on to relevant agencies, such as the police.

- If a reference is vague, incomplete or highlights concerns, directly contact the referee to clarify. Written records will be kept of any verbal conversations for the future. If it is a significant issue, Turvey pre-school will ask the referee for further information in writing.
- If a caution or conviction is highlighted on the self-disclosure form, Turvey pre-school will carry out a risk assessment to decide if an applicant is suitable.
- If a DBS returns and the applicant is on the barred list, Turvey pre-school will not offer a role that requires them to work with children. Turvey pre-school understand that it is illegal for an employer or early years setting to knowingly employ someone while they are on the barred list.

## **How Tuvey pre-school will risk assess a potentially unsuitable candidate**

Turvey pre-school will be objective and rational when assessing the suitability of a candidate. Things we will consider include:

- The nature and seriousness of the offence or incident.
- The length of time since the offence and of the sentence, if applicable.
- Whether it was a one-off or part of a regularly occurring pattern.
- The circumstance surrounding the offence.
- Any legal constraints relevant to the role.

## **The Induction Process**

When hiring a new early year's practitioner, Tuvey Pre-school will always conduct an induction before the commencement of work.

The Induction includes:

- A discussion on the settings processes to make sure they understand the settings policies and procedures, including safeguarding, health and safety and well-being.
- Key policies and procedures will be provided
- Whistle blowing flow chart will be shown and discussed
- Our principles and ethos
- Staffing structure / practical insight to routines and responsibilities.
- Staff's personal / professional development expectations.

- Inclusion / Confidentiality / Intimate care expectations.
- A probationary or trial period.

Depending on the level of qualification and experience Turvey pre-school may also assign a mentor to support new practitioners throughout their probationary or trial period. This will be implemented from the judgement of the leader.

**To ensure safeguarding is ongoing, Turvey pre-school will:**

- Have regular supervision and performance management conducted by the leader
- Ensure staff complete ongoing safeguarding training and receive regular updates
- Ensure that all staff feel that they are able to raise concerns where necessary without judgement. To ensure any concerns will be taken seriously and acted upon immediately.
- Ensure safeguarding procedures are followed.

**Students and Volunteers:**

Turvey pre-school will ensure students and volunteers:

- Will be subject to appropriate checks depending on their role.
- Be supervised at all times
- Receive safeguarding induction

**Agency and third-party staff:**

Turvey pre-school will ensure:

- Obtain written confirmation that all necessary checks have been completed
- Verify identity on arrival
- Ensure suitability for working with children

Turvey pre-school are committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks and satisfactory references.