



Employment

Safer Recruitment

Policy Statement

Cricklade Pre-School Playgroup believes that parents have a right to expect that any person employed by us will be appropriately recruited in order to safeguard all children entrusted to us. To ensure the safety of the children in our care, we take measures to employ suitable people to work with children and young persons.

Procedures

Cricklade Pre-School Playgroup will follow the following procedure when recruiting staff. The same procedure will be used for permanent, temporary and bank staff.

Before we advertise a post we will

- Ensure that the job description for the position is up to date and accurate.
- Ensure that the person specification for the position is fair and accurate.
- Ensure that all advertising is appropriate and contains the necessary information about the role, the timetable for the recruitment and that references and a DBS will be required.
- Ensure that a job application pack is prepared and that this includes information about the pre-school, the safeguarding policy, the position available including possible times of working, the job description and an application form.

Before we interview we will

- Ensure that each application received is scrutinised in a fair and systematic way in order to agree a shortlist for interview.
- Ensure that all shortlisted candidates receive the same letter of invitation to interview.

Before a candidate is selected we will

- Ensure that a face-to-face interview is conducted with all the shortlisted candidates. And that the interview is based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Ensure that the interview is conducted by a least 2 people. These should include at least one member of staff and one member of the committee.
- Ensure that all specific questions to gain required information about each candidate's suitability have been asked and that all relevant information is recorded for later reference.
- A candidates selection will be based on –
 - the interview
 - qualifications
 - employment history
 - references

Before we appoint a candidate, we will

- Follow up all references
- Ensure that the preferred candidate is informed that the offer of employment is conditional on receiving satisfactory information from all necessary checks

Obtaining references;

As part of our commitment to safer recruitment Cricklade Preschool Playgroup will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

- Our application process requires candidates to supply us with the contact details of a suitable referee from:
 - Their current employer, training provider or early years education and care setting
 - A senior person within the organisation who is authorised to provide a reference.
- If the applicant is not currently employed, or is not currently working with children we will:
 - Obtain verification of the applicants most recent relevant employment if they are not currently employed
 - Obtain a reference from the applicants most recent relevant employer from the last time they worked with children
 - If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.

We do not accept references from the following;

- Family members
- A generic reference i.e. 'to whom it may concern.'

Once a reference is received;

- A reference received electronically will be checked to ensure that it originates from a legitimate source.
- We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.
- If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
- Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
- In line with best practice, we will seek to gain explanations for any gaps in employment.
- Ensure that the offer of employment includes details of hours to be worked and pay.

Once an offer has been accepted and before employment starts

- A DBS enhanced check will be completed and the reply must be clear.

Further information and guidance

New Employee Handbook (Alliance Publication)

Recruiting Early Years Staff (Alliance Publication)

People Management in the Early Years (Alliance Publication)