



Policy Document:

Employment & Recruitment.

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Key Safeguarding Employment Standards, Cambridgeshire and Peterborough LSCB

2.7.1 "Managers are responsible for ensuring that all Human Resources and safer employment policies, procedures and practices are adhered to during the recruitment selection and training of staff"

The Setting is committed to using robust recruitment procedures that safeguard children and offer Equal opportunity. All managers who appoint staff will be aware of the safe recruitment practices. These procedures will be followed when recruiting staff and volunteers.

Enhanced DBS checks will be carried out for all the management committee, staff, students and volunteers who work directly with children or who have access to their information. In addition, all staff and volunteers are required to complete a 'Staff Suitability' declaration at the start of each academic year. These declarations are stored in staff personnel files.

This policy ensures that our Employment and Recruitment policy will:

- Be fair and consistent.
- Be non-discriminatory.
- Conform to all statutory regulations and agreed best practice.

EYFS safeguarding and welfare requirements state:

3.2 "Providers must take all necessary steps to keep children safe and well"

Suitable People

3.9 "Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children are suitable"

The Setting meets the requirements of the Statutory Framework Early Years Foundation Stage by ensuring we follow our safeguarding procedures to comply with relevant statutory requirements.

The Setting agrees that children learn best when they are healthy safe and secure and have healthy relationships with the people caring for them.

Employment and Recruitment procedures

- The Centre will demonstrate a commitment to safeguarding by ensuring that safeguarding principles are clear at every stage of the recruitment process. We will be guided by the procedures detailed in the key safeguarding employment standards produced by Cambridgeshire LSCB. Throughout the process we will be mindful of equality and diversity considerations.
- Before advertising, an accurate person spec and job description will be drawn up for the specified role. A recruitment panel will be decided and supported to ensure they have had appropriate training and guidance.
- Any advert will have a safeguarding statement within it and confirmation that an enhanced DBS will be undertaken; confirmation that the post is exempt from the Rehabilitation of Offenders legislation and the candidate has the ability to work in the UK.

- A comprehensive information pack, including for example, the safeguarding policy, job description, person spec, DBS form and an application form will be issued to candidates. Setting will not accept CV's alone.
- Short-listing to the set criteria of the person spec and application form will be carried out by two people from the recruitment panel, at least one of whom will have attended safer recruitment training.
- Suitable candidates will be selected for a face to face interview with representatives from the recruitment panel. Any gaps in employment history or inconsistencies will be investigated and checks of identity and qualifications as well as any other appropriate vetting will take place, alongside set questioning to ensure candidate has the required knowledge and skills to fulfil the role. Notes will be recorded and retained for the required period of time.
- Two referees will be contacted directly (one of which will be the previous employer). This may be prior to interview with permission from the candidate. Referees will be asked if there have been any child protection concerns raised about the candidate even if there was no action taken. A reference template will be used and followed up verbally.
- Verbal job offer and confirmation letter will state the offer is subject to the ability to work in the UK, a clear DBS enhanced check, satisfactory references and a satisfactory probation period.
- Written references will be obtained and kept on file, along with evidence to show that relevant checks have been carried out
- Enhanced DBS checks will be sought. If a setting decide to employ a candidate before a satisfactory DBS outcome is achieved a written risk assessment will be carried out.
- Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children, or where the candidate has provided false information in support of the application the facts will be reported to the Police and/or the DBS as appropriate.
- A thorough Induction process will be carried out for the newly appointed staff member, including familiarisation of all the Centre's policies and procedures. Clear guidance will be given concerning disciplinary consequences for noncompliance of policies. *The manager will ensure that no new staff member will work unsupervised with the children until a clear DBS has been received.*
- A probationary period will be set and meetings will be held to observe, support and mentor the new staff member. Once satisfactory probation is completed regular supervision will be put in place, as for existing staff.
- Staff performance will be monitored and managed, with any issues being discussed at regular supervisions and records of these meetings kept.
- The setting will encourage and support staff training and development to motivate and retain staff in order to ensure continuity, consistency and quality.

Disqualification by Association – September 2018

The guidance concerning disqualification by association as defined by the Child Care Act 2006, was updated on 31st August 2018. The revised guidance states that Disqualification by Association will only apply on domestic premises. Disqualification under the Child Care Act 2006 still applies to staff themselves. The Centre will no longer ask or hold information about the cautions or convictions of someone living or working in their household.

Keeping Children Safe in Education (DFE, 2018) paragraph 116 also refers to disqualification:

“For staff who work in childcare provision or who are concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.”

Supportive policies and documents could include:

- Equal opportunities and diversity.
- Health and Safety; First Aid; managing risks.
- Mobile phones, cameras and social networking.
- Confidentiality; Information and Records; data protection.
- Induction, probation, supervision and appraisal; Staff training, coaching and development.
- Capability procedure and guidelines; Managing performance and development,
- Holidays; Ill health and Sickness absence.
- Allegations against staff; Misconduct; discipline and grievance; Termination and resignation
- Pensions and retirement.

Legal Framework

Children Act (1989 s47)	Sexual Offences Act (2003)
Protection of children Act (1989)	Criminal Justice and Court Services Act (2000)
Data protection Act (1998)	Equalities Act (2010)
The Children Act (Every Child Matters) 2004) The Childcare Act (2006 s39) revised 31 st August 2018	Data Protection Act (1998) non statutory guidance
Safeguarding Vulnerable groups Act (2006)	Asylum and Immigration Act
Children and families Act 2004	

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted on:..... - 1 September 2017
Signed:.....JRS

This policy was reviewed/amended in:..... - October 2020
Signed:..... SK

This policy was reviewed/amended in:..... - June 2021
Signed:..... SK

This policy was reviewed/amended in:..... - August 2023
Signed:.....JRS

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