

Safer Recruitment Policy

At little cherubs Kindergarten, we strictly follow our Safer Recruitment Policy and Procedure. The management team is inducted into the policy at the beginning of their employment and is taken into practice straight away. At little cherubs, we follow our Early Year Foundation Stage Framework and ensure each individual looking after children is suitable; they must have the relevant qualification, trainings and have passed all required checks to fulfil their roles. We only accept original documents of Qualification and verify all qualifications on gov.uk website.

Our Job Description:

A job description includes-

- Guidance for reference
- Describe roles and responsibilities
- Describe process of who to report to
- Pay scale
- Hours of work
- Expectations
- Commitment to work

Specification-

- What's desirable and what's essentials
- Knowledge and qualifications
- Experience and skills
- What are you looking for
- How applicant will be assured
- Commitment to safeguarding and child protection

(Specification is different for each role)

Our Job Application:

We do not accept or only go by a CV- we always give out/take back application form- asking what we need to know rather than what applicant wants us to know.

Key info for application

- Name/previous names/ title
- Address
- Contact no
- E mail address
- Education, name of institute, dates
- Previous education/training attended
- Current employment, dates, position, salary, reason for leaving
- Brief roles and responsibilities
- Previous employment history
- Person specification about themselves according to job specification
- Any convictions
- (Data protection will be held for 6 months)
- At least 2 references
- Hobbies and interests
- Right to work in the UK
- National insurance no
- (sign to say everything written is accurate)

References:

All references are obtained for any member of staff (including students and volunteers) before they are recruited.

The management ensures that:

- References are addressed to Manager not 'whom it may concern' the letter needs to have an address for the management to get back to them on and also a contact telephone number.
- The nursery does not rely on the applicant to obtain their references.
- All references needs to be from the current employer, the most recent employer, the previous employers, training provider or education setting

- The reference should be obtained from a legitimate source
- No family members are allowed to give reference
- Gaps in employment should be seriously considered and investigated
- In case of insufficient or vague information, to contact the referee again until the management is satisfied.
- To compare the information on the Application and the reference to take up any discrepancies
- To consider the reason for leaving the current or most recent employment and ensure any concerns are raised and resolved satisfactorily in advance to the commencement of the employment.

Job Interview:

At this stage each candidate is invited for an interview and is asked questions around:

- the job description
- EYFS
- Safeguarding
- Health and safety
- team work
- Teaching and Learning

The working hours, salary etc are discussed and notes are made to compare with application and references

DBS Checks:

Every person who works directly with children, aged 16 and over requires an enhanced DBS. Same rules apply for all- staff, students, volunteers etc. When advertising for a job, we ensure it mentions DBS and safeguarding- the management fill out DBS and send it off before the candidate is able to start the job- staff are able to start before it comes back, if Manager is happy, however they are not to be left alone unsupervised, to take part in any intimate care and to a permanent employment offer subject to DBS coming back with no convictions. There are police checks and other relevant checks completed on applicants coming from abroad.

No DBS from any outside setting is accepted unless it's on an update service, then the management completes a DBS Check on the update service. At little cherubs we follow a good practice or renewing our DBS around every 3 years if it's not on the update service.

Job Offer Letter:

The candidate who is successful in all the above stages is offered the job (Job Offer letter sent) with 3 months of probation period with can be increased.

Rejection Letter:

Any unsuccessful application at any stage of the recruitment procedure will be sent with a rejection letter.

Reference Request for Little Cherubs:

The management make sure to provide references in timely manner, in order to complete reference request we make sure our information confirms the suitability of staff to work with children and we provide facts, rather than personal opinions.

Disqualifications:

Any disqualifications are seriously taken into account and every measure is taken to inform Ofsted and the Disclosure and Barring Service