



SAFER RECRUITMENT POLICY

We are committed to safeguarding and adhere to legislation and recommendations as outlined by NCSL, National College for School Leadership – Safer Recruitment Handbook for School Leaders.

At Greenslade Pre-School we take the following steps to ensure equality and safeguarding:

Time is set aside for planning and structuring process. We provide clear job, role and person specifications. Included in the recruitment correspondence is a clear statement about safeguarding. Applicants are expected to sign a self-disclosure (providing a signed statement of any information about a criminal record) as well as DBS and an application form. All applications are carefully assessed through the person specification and the job description and in line with legislation within the Early Years Foundation Stage.

At least 2 written references are obtained (before interview wherever possible) including specific enquiries about an applicant's background and we ensure proper weight is given to references. References will be obtained from the most recent employments. All reference requests include a copy of the job description and person specification.

Employment qualifications are checked and employment history is investigated re breaks in employment and reasons for leaving employment.

Suitable applications are notified of an interview date.

The process involves a face-to-face interview and another tool (e.g. role-play, presentation or participation in activities with children under observation). There are at least 2 people involved in the shortlisting process and at least 3 at interview. To include Chair and leaders, where possible.

All candidates are asked probing questions at interview into motives, attitudes and behaviours, not just skills and experience. Questions cover safeguarding issues as well as other role-related areas. Candidates are scored on their interview skills, knowledge and performance against the selection criteria. All candidates are informed of the outcome of the interview and are offered feedback.

We also require proof of identification of prospective staff members.

The DBS is used to acquire the relevant information in order to determine their suitability to care for children.

All new staff are given and taken through an induction pack which includes policies, contract, outline of duties and information regarding the preschool. All staff are allocated a mentor.

There will be a probation period of 3 months.

Signed.....

Date.....

Review date.....