

# Watery Lane Preschool

## Safer Recruitment Policy



### Policy statement

At Watery Lane Preschool our work with children and their families means that we are committed to recruiting staff and volunteers who are suitable to work with children. We prioritise the safety and welfare of all children that attend our setting.

### We:

- Have robust safer recruitment procedures in place
- Identify and reject applicants who are unsuitable to work with children
- Respond to concerns about the suitability of applicants during the recruitment process
- Respond to concerns about the suitability of employees and volunteers once they have begun their role
- Ensure all new staff and volunteers participate in a robust induction that includes child protection

### Procedures

There will be two members of senior staff carrying out the checks and interviews, a minimum of one will have had safer recruitment training which should be updated every 3 years.

### Job Information Pack

To include:

- Job description – must include a statement about safeguarding and how long the probationary period is for
- Person specification – include skills / qualifications / experience / qualities that are required
- Standard application form – include information to fully identify applicant / full employment history / qualifications, dates and awarding bodies / how the applicant meets the criteria from the person spec
- Information about the filtering of criminal offences and a separate self declaration of convictions and cautions and signed statement that they are not barred from working with vulnerable groups if invited to interview
- Names and contacts of a minimum of two referees and a statement to the effect that the referees will be asked about whether the applicant has been subject to any safeguarding concerns (copy of Safeguarding policy to be included)
- Safeguarding policy

### Job advertisement

- Any job advertisement should include a strong statement about the Preschool's commitment to safeguarding and that the role is a regulated activity and will require a children's barred list check
- State whether the role is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS

### **Prior to interview**

- Where possible two references should be sought prior to interview (where consent given by potential employee) with one being from the most recent employer. When sending reference requests enclose a copy of the job description and ask referee for their opinion on the suitability of the applicant for the post and their suitability to work with children. Any job offer will be subject to receipt of acceptable references.
- Electronic references should be verified by a phone call
- Obtain the self disclosure document
- Advise applicant that an online search will be carried out to check suitability to work with children

### **Interview**

Candidates should bring to the interview:

- Photographic evidence (photocopy this)
- Document proving eligibility to work in UK
- Best practice is to obtain the birth certificate
- Qualification certificates
- Any current DBS certificate

Any gaps in employment history should be investigated

Questions should be suitably worded to check interviewee is suitable to work with children

### **Legal framework**

- GDPR (2018)
- Human Rights Act (1998)
- Childcare Act (2006 & 2016)
- Children's Act (1989/2004)
- Employment Act (1996/2002/2008)
- Protection of Children Act (1999)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)(amended 2024)
- Childcare (Disqualification) Regulations (2009)

- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Please see our policies on: Safeguarding children and child protection, Valuing Diversity and Promoting Equality, Confidentiality, Staffing, Use of Mobiles Phones and Cameras, Staff Behaviour and Recruitment procedures – including Disciplinary and Grievance Procedures

See also our Staff Handbook, Induction Procedure, Job Descriptions and Prospectus, Code of Conduct.

This policy was adopted at a meeting of **Watery Lane Preschool** on \_\_\_\_\_

Signed on behalf of management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_ Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_