

Safer recruitment of staff Procedure

At Braunston Preschool CIO we will follow the procedure to ensure the safe recruitment of any new staff members.

- Any staff involved in the recruitment procedure will undergo safer recruitment training online
- A job description and person specification will be created for the job role before it is advertised
- The job advert will be advertised on Facebook, job agencies
- The advert will include all details of the job role, relevant qualifications and experience, person specifications, hours, salary and the need to have an enhanced DBS check
- Applicants will be shortlisted using the required experience and qualifications, any chosen applicants will be invited for an interview
- At interview all applicants will be asked to bring two forms of ID, any relevant paperwork (including qualifications and training certificates)
- The interview will be carried out by at least two staff members – Manager and Deputy
- Interview questions must be pre-decided and all applicants must be asked the same questions to ensure fairness at interview
- The applicant must be given the opportunity to ask any questions of their own they may have during the interview
- One person must take minutes at the interview, including the applicants answers to any questions
- A scoring system will be used to grade the applicants 5 – excellent, 4 – good, 3 – ok, 2 – needs improvement, 1- bad. The applicant with the highest score will be invited to the next stage of the interview
- Any successful applicants will be invited into the setting for a 'stay and play'. Other team members will make notes on how the applicant interacts with the children and other staff
- Once all the 'stay and plays' are over the recruitment team will need to come together to make a decision on who to employ
- The manager must inform all applicants of whether they have been successful or not
- References for the successful applicant will need to be contacted before they start work
- We also ensure that any members of staff we may hire have been Enhanced DBS checked so that we can check their suitability to work with children, we also inform new staff that the manager has the responsibility to inform DBS if there are any queries or concerns about the suitability of staff
- After the applicant has been accepted for the job role, the manager will then contact the references to ensure that they are the right

person for the job. This will happen before the employee starts working for the company

- The new employee will be sent a contract stating all the legal requirements around the job, including salary and hours
- The applicant will also be sent a health check questionnaire and the results will be taken into account before they start work in the setting. If there are concerns around the applicants mental or physical health that relate to their ability to fulfil their job role then additional advice may be needed
- The applicant will then undergo an Enhanced DBS check or provide an update service number if applicable. This will be done before the member of staff starts or is in any unsupervised contact with the children
- If the applicant has lived or worked abroad, then an additional criminal records check will also need to be done.
- Information about this individual will be stored by the setting if the applicant is definitely hired
- On their first day the new member will undergo an induction period, in which they will learn about the preschool policies and procedures. All new staff members will go on safeguarding and first aid training shortly after starting so that the manager can ensure that they have received recent and effective training
- The staff member will then have a meeting at the end of their first day with the children to see how they found it and if they need any support
- The new staff member will receive frequent meetings with the manager to discuss how they are getting on and whether or not any changes need to be made. This will happen after the first week, first months, six months and a year.
- All staff members are aware that they need to report any concerns that they may have about the new member of staff to the manager.
- All staff members will need to inform the manager of any changes to their own circumstances. Such as where they live, family issues, or anything that may affect their ability to work with the children.
- Staff will also have to fill in an annual health check questionnaire to inform the manager of any changes to their health, which could affect their ability to work with the children.
- Staff will have a one to one meeting every three months to talk about their position in the setting and discuss strengths and weaknesses. This helps to ensure that staff are able to voice any concerns that they may have. This also allows the manager to discuss any potential training needs that may need to be fulfilled by the staff member.
- All members of staff will be offered the same opportunities to access training and continue to work on their CPD.

- All members of staff will be on the update service for DBS which will allow us to monitor whether or not they are allowed to work with the children.

