



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



Training Depot Day Nursery Staff Safe Recruitment Policy

Aims and Responsibilities

Training Depot Day Nursery is committed to Safeguarding and promoting the welfare of the children and expects all staff and volunteers to share in our commitment.

The Staff Co-ordinator and The Owner are in charge of all staff recruitment and ensuring all safeguarding procedures are met at each stage of the recruitment process.

Procedures for Safe Recruitment

Vacancies advertised will show the Nursery's commitment to Safeguarding. They will state all successful applicants will be employed subject to an Enhanced Disclosure through the Criminal Records Bureau Check, (DBS). Details will be given in regards to the position of the post, salary, qualifications needed and experience required or recommended.

All applicants will complete an application form which requires full personal information; current and former names; D.O.B.; history of employment in chronological order; (paid or voluntary); current address; NI number; academic and vocational qualifications obtained; details of any family or relationship to existing employees or employers and declaration by the applicant of any convictions, cautions, court orders, reprimands, warnings or bind-over's that may affect their suitability to work with children.

In the person specification it will explain the qualifications and experience needed for the role. The competences and qualities the applicant will need to demonstrate and ways in which the applicant will be tested and assessed during the selection process.

Each applicant will be given a Job Description which states the main duties and responsibilities needed for the position. The responsibility they have for promoting and safeguarding the welfare of the children.

References will be requested by Miss Grace for both professional and character references. The applicant's current or most recent employer must be one of the references. Where ever possible references will be obtained prior to an interview. A reference request form with questions relating to the applicants suitability to work with children will be sent to the referees. References will NOT be accepted by a relative of the candidate or by a friend.

Selecting candidates to be short listed for an interview will be dependent on;

1. Application is fully and properly completed.
2. Application is scrutinised for any anomalies or discrepancies in the information provided.



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3. Regard is taken of any history of gaps, any repeated changes in employment, or moves to supply work without clear and verifiable reasons.

Any candidates selected for an interview will be asked to bring documentary evidence of their identity. This can be a full birth certificate, passport or photo-card driving licence. Documentation relating to a name change will need to also be provided.

Interviews will be carried out by 2 members of staff where possible. One of those being The Staff Co-ordinator. Questions will be set to test the candidate's skills and ability to carry out the job.

When an applicant is offered a position at Nursery it will be on condition of:

- 1) A DBS check
- 2) A check of DFCS List 99 or DOH Protection of Children Act (POCA) list
- 3) Verification of the candidate's medical fitness
- 4) Verification of any relevant professional status and if any restrictions have been imposed by a body i.e. GTC or GMC.

Procedures for Safe Induction

A 3 month Induction Programme will be carried out by Room Leaders, supporting in the Nursery Rooms and by Miss Grace Dallas and a twelve week interview will be held with our staff coordinator who will ensure the new recruit has a sound understanding of the role and safeguarding procedures. The Induction will involve training and information on the Nursery's Policies and the Job Description and the training will help the new member of staff understand their roles and responsibilities. All roles and responsibilities are discussed and explained. The new member of staff will have the opportunity to discuss any issues or concerns in relation to their role and responsibilities. All aspects of Safeguarding and any issues relating to Safeguarding will be discussed and explained. Level 1 safeguarding training will be booked for the new member of staff if they have not undertaken this training in the past 3 years. An Induction may vary dependant on the role and previous experience the member of staff has but will always include information about emergency evacuation procedures, safeguarding and child protection, the equality policy and health and safety policy. The recruit will be supervised at all times until they fully understand and are competent in the position and a DBS clearance is received.



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Staff Recruitment without clearance of DBS Check

The Nursery on occasion will employ a new member of staff on a trial basis while a DBS check is pending. In these circumstances the Nursery Risk Assessment for employment without a DBS check must be followed and adhered to.

Following the procedure on the Risk Assessment the Staff Co-ordinator will ensure that the individual concerned has ALL other recruitment checks carried out with successful conclusions. The individual is not allowed any unsupervised contact with the children until the DBS disclosure has been received and clearance has been given.

For this procedure to be undertaken a senior member of staff must have successfully completed training in safer recruitment.

Please follow procedures on attached Risk Assessment.

Reviewed in April 2017 by Mrs Melissa Reavell
Adopted by all Staff Members