**Statement of intent**

Grove Villa Nursery believes that the wellbeing and safeguarding of children is of paramount importance. This fact relies heavily on the recruitment of suitable people to staff the nursery

**Aim**

We aim to ensure we recruit the most suitable candidates to work in the nursery.

**Methods**

The members of staff responsible for recruitment is **Letang Wolstenholme**, and the M**anager**, who regularly updates their knowledge on the best way of vetting staff and ensuring their suitability.

**Advertising the job**

Jobs are advertised using a number of print and online media outlets as well as the company website. We tell all candidates that they will be DBS checked and that written references will be collected on all shortlisted candidates ahead or after interview.

**Application process**

Candidates are required to either provide their C.V. or fill in an application form. Information pertaining to their qualifications and special skills are used to determine their suitability for each role.

**Interview**

Shortlisted candidates are invited for interview at the nursery by the manager and deputy. Selection criteria are agreed before the interview and a scoring system is used during and after the interview. Candidates are asked about their attitudes towards safeguarding children as well as their childcare skills. A number of potential staff are then invited back for 'stay and play' sessions, where their practical abilities can be assessed.

**Conditional Offer**

An offer is made subject to an enhanced check, which is applied for immediately.

**Introduction**

At Grove Villa Childcare we aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who

share this commitment. Grove Villa Childcare will follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff and volunteers, students and agency staff to share this commitment.

**Recruitment Procedure**

All prospective candidates will be asked to submit an application form containing questions about their previous employment and academic history. Applicants will then be contacted either by email, letter or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview.

Candidates that are invited along to an interview and asked to bring with them:

* Either current driving licence, passport or full birth certificate
* A utility bill or statement, showing name and address within 3 months
* Documentation showing their national insurance number (NI card, P45 or P60)
* Documents confirming any educational or professional qualifications referred to in their application form.
* Eligibility to work in the UK
* Their criminal history (disclosing anything that will show up on a DBS)

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.

Where possible, references will be checked before the interviewing stage.

During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

Successful candidates will receive a letter stating their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check.

Induction

Once offered a position, the staff will be on a 6-month probation period, during this time the staff will be trained in all areas and completed a completed induction programme. New staff who do not receive 2 full references will be placed on an extended probation of 9 months. However, a further 3 months can be extended if we feel a staff member need extra time to meet their goals and training at Grove Villa Childcare.

New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing or supervising toileting) to any child until their DBS is completed and its clear.

New employees will undergo an induction period, during which time they will read the employee handbook, nursery policies and procedures and will be trained by a “mentor” who will introduce them to the way in which the nursery operates.

Documents given to staff during their induction

* Staff policy and procedure handbook (includes whistleblowing, code of conduct etc)
* New starter staff details form
* Personal information form
* P46 form if required
* Certificates
* Health and safety declaration consent pack
* Employee disclosure form
* Fire drill procedure
* Intimate caregiving procedures

All staff members will be invited to and attend an annual ongoing suitability interview as well as an appraisal/performance review. Staffs are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the nursery.

**Enhanced DBS checks**

In accordance with the recommendations of the DFEs in “safeguarding children; safer recruitment and selection in education settings” the nursery carried out several -pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBs). The nursery staff will cover the cost of the first check. The nursery will always request an enhanced disclosure as described below:

* An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
* If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The nursery’s policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the nursery will.

* Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
* Not retain disclosure information or any associated correspondence for longer than necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.

Once the member of staff has received her DBS certificate, they will be permitted to sign up to the update service which is £13 annually.

**This Safer Recruitment Policy is effective from: 06/06/21 until further notice**

I have read and been informed about the content, requirements, and expectations of the **Safer Recruitment Policy** for employees at Grove Villa Childcare.

I have received a copy of the **Safer Recruitment Policy** and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare.

I understand that if I have questions, at any time, regarding the **Safer Recruitment Policy**, I will consult with my immediate manager

Please read the **Safer Recruitment Policy** carefully to ensure that you understand the policy before signing this document.

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