

Safer Recruitment Policy

Quackers Nursery and Out of School Clubs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

Recruitment Procedures:

1: All applicants are made aware of the above policy statement in our adverts and our application packs.

2: Applicants return a completed application form where the following information is collected;

- Full identifying details including current and former names and addresses.
- Any academic qualifications relevant to the position with details of the awarding body and date awarded.
- Full employment history in chronological order since leaving secondary education with details of any periods out of employment.
- A declaration of any family or close relationships to existing employees or employers.
- Details of referees. One of these MUST be your most recent employer. Referees cannot be a relative.
- Details to help us carry out a DBS check or check the update service.
- Applicants are made aware that providing false information is an offence.

3: The application form will require a signed statement that the applicant is not on the Barred list, disqualified from working with children, or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions or bind overs which should be disclosed, or has attached details of their record in a sealed envelope marked confidential.

4: During an interview applicants will be asked to prove;

- Their identity via a valid passport or photo driving license.
- Relevant qualifications via certificates.
- Eligibility to work in the UK via official paperwork

5: The manager, proprietor or both will be present during the interview and will explain the job description in depth.

6: Applicants are asked to declare any medical needs.

7: Each applicant will receive communication from the manager or proprietor stating whether they have been successful or not.

Job Offer:

1: The successful candidate will have their references checked before receiving an official offer letter.

2: References are checked by;

- Calling the individual named and checking the dates of employment and email address.
- Sending over a reference form to complete which asks for details of the applicant's practice.
- Asking the referee if they know of any reasons as to why the applicant should not work with children.

3: The offer letter is sent informing the applicant that the offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS/update check.

4: If the applicant is not registered with the DBS update service and needs a DBS check completed they will be asked to bring in the relevant documentation needed to complete the check.

5. A web based search will be carried out on the applicant.

Starting work:

1: If the new team member is awaiting the results of their DBS check they cannot be left unsupervised and cannot provide intimate care such as nappy changing or toileting.

2: New team members have to complete a disqualification declaration form which is kept on file. This is completed every 6 months in March and September.

3: New teams members will undergo an induction period of 6 months during which they will read and discuss the settings policies and procedures. This will supported by a mentor who will introduce them to the way the setting operates. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

4: The setting safeguarding officer will provide child protection information and training to the new team member, this includes an e-learning course on safeguarding and the prevent duty, certificates confirming the training is kept on file. Safeguarding training is refreshed annually.

5: New team members based at our Out of School Clubs MUST also annually read Part 1 of Keeping children safe in education and sign to say this has been completed.

6: The safeguarding officer will provide a copy of the setting whistleblowing policy to the new team member and provide information about the prevent duty.

7: The safeguarding officer will review the new team member's knowledge on all safeguarding practices and ensure they fully understand the responsibility they have in ensuring that all children are safeguarded and that they are promoting their welfare.

8: All staff review their safeguarding training annually and this is recorded in the safeguarding folder.

9: All staff are responsible for notifying the manager or proprietor in person if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that occurred outside of the setting. Staff will face disciplinary action if they fail to notify the manager or proprietor within a reasonable time scale.