

Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff in nursery's is the first step to safeguarding and promoting the welfare of children in education. Little Stars Nursery is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the Nursery expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the Nursery's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - May 2016 (KCSIE), the Prevent Duty Guidance for England and Wales 2016 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the Nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The staff members involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

References for shortlisted applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references, which are considered satisfactory by the Nursery. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

The Nursery is legally required to verify the medical fitness of anyone to be appointed to a post at the Nursery, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a health declaration form and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role. Every six months each staff member has to review the declaration to ensure it is current. In the event of any changes in the circumstances at anytime, it is the full responsibility of each staff member to immediately inform the manager at the time of the known change.

Signed on behalf of the Nursery _____