

Safer Recruitment Policy



At ACE Nursery School and Day Nursery we have an effective system in place to recruit staff, volunteers, students and parent/carer helpers, which allows us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children.

Our effective recruitment procedure for paid employees:

- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CV's).
- All candidates are required to attend an interview.
- If candidates are successful at their first interview they will be invited back for a second. During the second interview supervised time will be spent with the children.
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by the Headteacher/Manager and copies will be made.

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees (we do not accept portable DBS checks). During this check we will ask for 3 original identity documents.
- For those applicants who have a portable DBS check, we will also complete a Barred List Check.
- ACE will pay for the DBS check to be carried out, however if the applicant does not complete his/her probationary period successfully, the full payment of the DBS check will be required to be repaid by the applicant. If the applicant leaves the setting within a year of their start date 50% of the cost of the original DBS check will be required to be repaid by the applicant.
- A health declaration form is completed which must satisfy the us that the candidate is suitable to care for children.
- A right to work in the UK form is completed.
- A photocopy of 1 item of photographic ID is taken for their personal file.
- Both referees will be contacted, and references sought.
- A probationary period of a minimum of 13 weeks is set.

- A disclosure of criminal record and disqualification declaration for early years' nurseries is completed annually, if the person is employed for more than a year.

Our effective recruitment procedure for volunteers (we class these as adults 18 and over):

- All candidates are required to attend an interview; however, completing an application form is not necessary.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.
- An Enhanced Disclosure Barring Service (DBS) check is completed (we do not accept portable DBS checks), which the volunteer may be asked to pay for. During this check we will ask for identity documentation (originals).
- A disclosure of criminal record and disqualification declaration for early years' nurseries is completed annually, if the person volunteers for more than a year.
- A photocopy of 1 item of photographic ID is taken.

Our effective recruitment procedure for students (we class these as up to 18 years old and are usually still at school or college wishing to complete Duke of Edinburgh volunteering or work experience):

- All students are required to attend an interview.
- A reference from the school or college will be sought.
- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check (we do not accept portable DBS checks), which the student may be asked to pay for. During this check we will ask for identity documentation (originals).
- All students under 16 years old will require two references; one from their school or college and one personal reference

Our effective recruitment procedure for regular parent/carer helpers:

- All parent helpers who sign up to complete their co-op hours by regularly coming into the setting (by which we mean at least once a week) and having contact with the children will be required to complete an Enhanced Disclosure Barring Service (DBS) check. During this check we will ask for identity documentation (original copies). The cost of this check will be met by the setting.
- Parents/carers who complete their co-op hours by less frequent visits to the setting for example helping out at the gym twice a term, will not be required to complete an Enhanced Disclosure Barring Service (DBS) check.
- A disclosure of criminal record and disqualification declaration form for early years' nurseries is completed annually if the parent continues to help at the nursery for more than a year.

ACE will ensure:

- A member of staff has completed the safer recruitment training and update this every 3 years.
- During probation periods, paid employees are given additional support to enable them to follow ACE's policies and procedures as set out in the staff induction document and handbook.
- Appropriate feedback has been sought from two referees
- Enhanced DBS check has come back with a suitable result.
- Students, volunteers and parents/carers helpers are never left alone with the children
- Ensure that no candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age.
- The company called Online Disclosures, will usually be used for all Enhanced Disclosure Barring Service (DBS) checks.

Staff leaving ACE:

Every staff member who leaves the employment of ACE will be offered an exit interview. This will be with a member of the ACE Parent Committee, usually the staff liaison designated person. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at ACE is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve ACE as an employer and give the staff a chance to offer feedback on their experience with us.

Policy adopted: Spring term 2018

Review date: Spring term 2019

Reviewed and adopted by ACE Parents' Committee:

Jessie Freeman

Signed: *Sarah Piotrowski*

Position: Manager