



Safer Recruitment

Scope of policy:

This policy describes the effective system in place at ACE Nursery School and ACE Day Nursery to recruit staff, volunteers, students and parent/carer helpers. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat. This policy also covers the recruitment of ex-offenders, and is made available to all enhanced disclosure applicants at the outset of the recruitment process.

Introduction:

ACE are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependants, age, disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

Our effective recruitment procedure for paid employees:

- An enhanced disclosure is carried out for all positions at ACE. Application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- ACE staff and committee shall declare any interest if they referred someone, for complete transparency.
- Candidates will receive a job description and person specification for the role they have applied for.
- Candidates applying for a position must complete our application form (we do not accept CVs).
- Full employment history is part of the application form. Employment history will be discussed in the interview and candidates will be invited to explain any gaps.
- Two written references are required, one of which should be from the candidate's last employer.
- Original versions of candidates' qualification certificates will be seen by the Headteacher/Manager and copies will be made and retained by the setting as part of the candidates employment file if they are successful.
- Short-listed candidates are required to attend an interview. During the first interview, a right to work in the UK form is completed with the candidate to ensure they can legally work in the UK. This process requires the candidate to present one form of original ID. See <https://www.gov.uk/prove-right-to-work> for a list of acceptable documentation, or the applicant can provide both their date of birth and share code to allow us to check their right to work.

- 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.
- The records of unsuccessful applications will be kept on file for a period of 2 months, after which they will be destroyed.

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we ask for 3 original identity documents. We do not accept portable DBS checks.
- ACE will pay for the DBS check to be carried out, however if the applicant does not complete their 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, which can be accessed here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962085/Health_declaration_form.pdf is completed to satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken and kept in their personal file. See <https://www.gov.uk/prove-right-to-work> for a list of acceptable documents to support the candidate's right to work in the UK.
- Both referees will be contacted, and references sought.
- A probationary period of a minimum of 6 months is set.
- A disclosure of criminal record and disqualification declaration for early year's settings is completed annually, if the person is employed for more than a year.

Specific procedures relating to ex-offenders:

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Headteacher/Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows ACE Nursery School (Cambridge) Ltd to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those at ACE Nursery School (Cambridge) Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act.

At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make certain that everyone subject to a DBS is aware of the existence of the DBS Code of Practice and make a copy available, upon request. We undertake to discuss any matter revealed in an enhanced disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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 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 year's settings is completed annually, if the person volunteering continues to do so for more than a year.
- A photocopy of 1 item of photographic ID is taken.

Our effective recruitment procedure for students (due to the current pandemic, we have suspended all students coming into the setting at this time):

(We class these as up to the age of 18 years and are usually still at school or college wishing to complete Duke of Edinburgh volunteering or similar 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 (due to the current pandemic, we have suspended all parent helpers coming into the setting at this time):

- 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 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 the management team completes safer recruitment training provided by Cambridgeshire Early Years, and updates this training every 3 years.
- During probation period, paid employees are given additional support by their colleagues and the designated staff mentor; Rebecca Fayers and Diana Church assist with completing the induction process.

- Enhanced DBS check has come back with a suitable result. ACE Nursery School (Cambridge) Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly and equally. Disclosure information is only used for the specific purpose for which it was requested. For example: suitability for working, either paid or voluntarily within the setting, and for which the applicant's full consent has been given. ACE undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Students, volunteers and parents/carer helpers are never left alone with the children
- 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, age, and offending background.
- 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 is with a member of the ACE Parents' 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 procedure. We hope this will improve ACE as an employer and give the staff a chance to offer feedback on their experience with us.

Related ACE policies include:

- Equal Opportunities

Policy reviewed: Autumn term 2023

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