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## **1.7 Safer Recruitment**

### **Policy statement**

#### **Introduction**

- At Hambledon Pre-School 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 Pre-School is also committed to providing a supportive working environment for all its members of staff.
- The Pre-School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment.
- Hambledon Pre-School 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 along with their curriculum vitae.
- 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
- Interviewers will follow a detailed list of actions to ensure compliance to policy

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 3-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 6 months.
- 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, pre-school policies and procedures and will be trained by a “mentor” who will introduce them to the way in which the pre-school 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

- Security
- Intimate caregiving procedures
- Confidentiality agreement
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All staff members will be invited to and attend an annual ongoing suitability interview as well as an appraisal/performance review.

Staff 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 pre-school.

### **Enhanced DBS checks**

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

Due to the nature of the work, the pre-school will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBs) and the staff will then sign up for the update service. The pre-school will cover the cost of the first check. The pre-school 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.

## Hambleton Pre-School

### Safeguarding and Welfare Requirement: Child Protection

The pre-school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the pre-school 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 his/her DBS certificate, they will be permitted to sign up to the update service, guidance on how to do this can be found on line at <https://www.gov.uk/dbs-update-service>

**Hambledon Pre-School**

**Safeguarding and Welfare Requirement: Child Protection**

**Safer Recruitment Checklist Template**– answer Y or N, if N please explain why below

<b>Planning</b>	
Identify the vacancy	
Decide timetable (ensuring that this allows sufficient time to carry out necessary checks at the appropriate stages) advert	
Decide who will be involved in the process and what their roles will be (eg short listing panel, interview panel) one of those involved should have been on safeguarding training	
Review and update as necessary the documents to be provided to applicants, including the Job Description, Person Specification and the Application Form	
Ensure that the application form seeks all relevant information and includes the relevant statements about references, Criminal Records Disclosure and other pre-employment checks.	
Ensure that the Job Description and Person Specification reflect the individual’s responsibility for ‘promoting and safeguarding the welfare of children’ and that the person specification details the qualifications, experience, competencies and qualities needed and states that a DBS check is essential	
Ensure the Application Pack is ready to dispatch to candidates by the date the advert appears	
<b>Advertising</b>	
Decide where to advertise the post	
Prepare advertisement, ensuring the appropriate details of the post, the salary, the qualifications required, the closing date and the anticipated interview date are included	
Ensure that the advertisement includes the school’s statement of commitment to safeguarding and promoting the welfare of children and the need for the successful candidate to be DBS checked	
Arrange for the advert to be placed in the appropriate forums/publications	
<b>Initial Handling of the Response</b>	
Send to interested candidates the Application Pack prepared earlier	
When completed application forms received, ensure that they are recorded as having been received and copied as necessary for the short-listing panel	
<b>Scrutinising and Shortlisting</b>	
Draw up a shortlist of candidates, using a short-listing assessment form based on the objective criteria listed in the Person Specification (included those criteria relating to the promotion and safeguarding of the welfare of children)	
Scrutinise all the application forms of those candidates considered for shortlisting for any discrepancies/anomalies/gaps in employment	
Note any such discrepancies/anomalies/gaps in employment to explore at interview with the applicant and if necessary, through previous employers	
<b>Invitation to Interview</b>	

## Hambleton Pre-School

### Safeguarding and Welfare Requirement: Child Protection

Invite all short-listed candidates to interview, include details of the arrangements for the interviews, 'how the interview will be conducted and the areas it will explore including suitability to work with children states that the identity of the successful candidate will need to be checked and that the DBS Disclosure check where appropriate will need to be carried out and therefore ensure that the invitation instructs all candidates to bring i) ID to enable the DBS application process to be begun for the successful candidate ASAP and ii) proof of qualifications if necessary	
Ask candidate if they have any special needs	
<b>Checks before interview (including References)</b>	
Using the Suggested Interview Questions form, request (directly from the referees concerned) at least two references on each short-listed candidate ASAP after short-listing (and before interviews take place) requesting they are returned before the interview date where possible.	
Ensure that reference requests include recommended specific questions (eg suitability for their role, suitability to work with children, regarding allegations or disciplinary action)	
Wherever possible get a reference relating to a role in which the candidate worked with children	
Wherever possible ensure that references are available before the interview so that any issues arising can be taken into account/explored further with the previous employer/or candidate in the interview	
Where necessary verify that a candidate has a qualification or experience that is 'particularly relevant' to the post with the previous employer	
Check short-listed candidates 'Declaration of Criminal Record' form and, if necessary, follow-up contents either before or during interview.	
When references are received, check the contents against the information supplied on the application form, scrutinise for any discrepancies/issues of concern and note down any such concerns	
Follow up any issues of concern with referee if necessary : ensure record of any verbal conversation is kept	
<b>Interview Preparation</b>	
Prepare for the interviews and for any other assessments taking place on the selection day (eg tests, presentations) as necessary	
Ensure that there are a least two interviewers on the panel, that at least one panel member has undertaken the national Safer Recruitment training developed by the CWDC, that they have the authority to appoint and that they have met in advance to agree questions/assessment criteria/standards (objectivity is important : consider using a scoring system)	
Ensure that the interview is structured, that open questions are asked to draw out candidates actual experience and that the questions explore the applicant's motivation towards safeguarding children/suitability to work with children as well as for the post	
Take notes	
Assess the applicant's suitability for the post and explore the candidate's attitude to children, gaps in their employment history and any concerns arising from information in the application or references	
Ask candidate if they wish to 'declare anything in the light of the requirement for DBS Disclosure'	

## Hambledon Pre-School

### Safeguarding and Welfare Requirement: Child Protection

Where applicable, and where this has not been done before interview, follow-up regarding the contents of ‘Self-Declaration of Criminal Record’ form	
If references have not yet been received, ask the candidate ‘if there is anything they wish to discuss/declare in light of the questions put to their referees	
Ensure all the candidates’ application forms have been signed	
Assess all applicants’ interview performances using the agreed criteria, ensuring that such assessment is fair and objective	
Ask the successful candidate to provide proof of ID and qualifications immediately (of ASAP after the offer is made)	
Keep copies of the documents used to verify the successful candidates’ ID (with regard to their right to work in the UK) and to verify their qualifications for inclusion on their personal file	
Retain all the interview notes and assessment materials securely for six months in case any aspect of the appointment process is challenged	
<b>Conditional Offer of Employment</b>	
Make a conditional offer of appointment (first verbally, then in writing) to the successful candidate (conditional on the successful completion of the necessary pre-employment checks and, in the case of non-teaching posts, on the completion of a probationary period	
Ask the successful candidate to provide ID and proof of qualifications (if not done so already) and to complete the DBS online application ASAP	
<b>Contact and give feedback to the unsuccessful candidates</b>	