



Recruitment and Selection Policy



Introduction

The recruitment and selection process is of paramount importance to ensure suitable people are employed by the Company in relation to the safeguarding of children and that staff possess the necessary qualifications, skills and attributes required to work with young children. This policy aims to provide clear guidance in relation to both the selection and appointment of staff, including managers. It should be read in conjunction with MSCP Safer Recruitment, Selection and Supervision of Staff www.proceduresonline.com/kentandmedway/chapters/contents.html

Regard to also be had to safer recruitment procedures outlined in the DfE 2016 statutory guidance: Keeping Children Safe in Education. Also, Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings (2015) and the Equality Act 2010.

This policy applies to all people employed by the setting, including students, volunteers & people attending work experience.

Aims

To recruit staff/volunteers/students etc. with the appropriate skills, both technical and personal to meet the Company's current and future needs and that staff are both suitable and qualified to carry out such duties or are working towards an appropriate qualification.

- To ensure that all staff appointed by the Company are suitable to work in close proximity to young children, ensuring appropriate safeguarding.
- Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the Company's Equal Opportunities Policy.
- Develop and enhance the public image of the Company, both as an employer and as a quality provider of childcare services.

Filling a Vacancy

All requests for recruitment must be made to the Director and approved before recruitment commences.

Advertising

It is normal practice that all vacancies are advertised, both internally and externally. However, where it is considered that existing staff have the prerequisite skills,

consideration may be given to advertising posts internally only. Staff who have been identified to be 'at risk' may be considered for vacant posts prior to internal / external advert if they meet all the essential criteria of the vacancy.

There may be occasions when the Company deems it appropriate to interview candidates for a post without advertising. This may be through CVs being received, local knowledge, or for example, a student completing their training.

A list of Essential Criteria and Desirable Criteria should be drawn up for each vacant post. Internal candidates or others personally known to the interview panel must be treated in exactly the same way as all other candidates.

Shortlisting

Candidates will only be shortlisted for interview if they meet all the essential criteria required of the post. If the number of candidates meeting the essential criteria is excessive, further selection must be undertaken utilising the desirable criteria to achieve a workable shortlist.

Shortlisting must be undertaken by at least two individuals (managers or deputy manager) who are experienced in the recruitment process and who will go on to be involved in the interviewing process.

Interviewing

The interview must be conducted by at least two managers or a manager and a deputy manager.

All candidates will be asked a standard format of questions, which will have been decided by the interview panel prior to the interviews. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

Encourage applicants called for interview to provide details of any criminal record at this stage.

The managers conducting the interview must make clear to the interviewee that the Company expects them to declare at the time of the interview all convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so.

Skills assessment

As part of the selection process, the Company may wish candidates to partake in a short trial. This may involve a short placement within a room of children to assess their suitability for the post. At no time during this process will the candidate be left unattended

with any children and they will be closely monitored by the Room Leader, who will be asked for constructive feedback.

DBS and Eligibility Checking

All staff recruited to post within the setting must be eligible to work in the UK. This can be checked at www.gov.uk/check-job-applicant-right-to-work. All new recruits must not commence work until a satisfactory enhanced DBS is obtained or, if they subscribe to the update service, that the certificate is checked. This check is completed at the setting using an online approved provider and permission is given by the applicant at the time of the application for the setting to access the results and undertake periodic 'status checks' before employment can commence. As of January 2019 all new staff will be required to sign up the DBS Update Service, it is the individual staff's responsibility to maintain this to be able to work.

If, in *exceptional circumstances*, an individual is allowed to commence work before the DBS certificate has been made available, this person *will never be left unsupervised* with children and staffing provision for this must be made. In this situation the DBS check must be completed and applied for, the barring list check must be confirmed to be clear and all other recruitment checks e.g. references are completed satisfactorily.

If an applicant has worked abroad additional criminal record checks must be obtained from each country they have worked in.

If the applicant has a valid enhanced DBS and has a current subscription to the DBS update service it is acceptable to follow the *DBS Service: Employer Guide*. This clearly sets out the procedure which includes:

- Have you seen the applicant's original certificate?
- Have you checked the applicant's ID to confirm their identity?
- Do you have the applicant's consent?
- Are you legally entitled to the same level of DBS certificate - standard or enhanced?
- Does the DBS certificate only contain the exact workforce that you are entitled to know about, for the role you are recruiting for?

If a DBS check reveals any recorded information the decision will be made by the nursery manager as to whether an individual is deemed suitable to work with children and if necessary obtain waiver. The nursery is committed to fair treatment of staff and has an equal opportunities policy and welcomes applications from a wide range of candidates, so long as we deem it would not compromise the safety and protection of children. At interview or in a separate discussion we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be

relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment or termination of employment if discovered at a later date.

We will pass on details or concerns about an applicant to the police and the DBS if a candidate has relevant convictions or is barred or disqualified from working with children, or if a candidate provides false information as part of their application which we feel is worthy of reporting to the police.

The recruiting officer must refer to the Ofsted publication '*Disclosure and Barring Service (DBS) checks for Childcare providers who register with Ofsted*' for detailed information regarding DBS checks and comply with the guidelines set out in this document.

Appointment

The final choice of candidate will be determined by the managers and/or the Director. A formal offer of appointment is to be made / confirmed in writing and will be made according to suitability and conditional upon receipt of:

- At least 2 references (followed up verbally) which satisfy the Company's requirements.
- Satisfactory evidence of identity and eligibility to work in the UK.
- A satisfactory enhanced Disclosure and Barring Service (DBS) check.
- Evidence of any qualifications required for the post.

Consideration should be given to reasonable adjustments for a successful disabled candidate.

At the point of offering a post the candidate should be informed of the need to self-fund the cost of a DBS check and any Paediatric First Aid qualification falling due within 3 years required to validate their qualifications. The cost of these can be paid for initially by the company, but on the understanding that the amount will be recouped through their first salary payment. This will be the case even if the candidate presents a current DBS, a new one will need to be applied for through the company, unless they have a current subscription to the DBS update service.

It is an offence under Section 76 of the Children Act 2006 to employ in connection with early years provision someone who is disqualified from working with children. Details of what disqualifies people from working with children are set out in regulations made under the Childcare Act 2006.

Any candidate having a DBS check containing any police records of convictions, cautions, reprimands or warnings, no matter how insignificant, and including any waivers will be reviewed by the managers and Director and a fair decision of suitability for the post made.

Further information about responsibilities for carrying out DBS checks and about disqualifications is provided in the *Practice Guidance for Early years Foundation Stage*.

Further information on safe recruitment and safeguarding can be found in *Kent and Medway's Safeguarding of Children Procedures*. www.msrb.org.uk

Confidentiality

All application details and DBS checks are treated with the utmost confidentiality and the DBS Code of Practice.

Documentation

At all stages of the recruitment process, it is the responsibility of the managers to ensure that notes are kept detailing the reasons for selection or rejection of candidates. These notes could be called upon as evidence of the fairness of the process; the notes should therefore be relevant to, and necessary for the process itself. It should be noted that applicants would normally be entitled to have access to interview notes about them.

Feedback

All applicants attending interview are entitled to constructive feedback. This feedback should be judged against the selection criteria. It should be honest, but constructive. It is important to realise that a prospective employer can be held liable for unfair selection by a candidate and this feedback can be used as evidence. This, however, is a rarity if the feedback is honest and appropriate to the candidate.

Students/Volunteers & Child Workforce

An individual risk assessment must be undertaken for this category of person working or gaining experience in the setting. The new appointment checklist must still be applied, for example with particular regard to child safeguarding, health & safety, Whistleblowing and confidentiality.

Suitable students (aged over 17yrs) and apprentices (aged over 16yrs) appointed and employed by the company may be included in ratios at the level below their level of study if: they have been employed by us for a minimum of six months and a minimum of six months into their training/apprenticeship. They must also be deemed as competent and responsible by the manager and have agreed to this arrangement.

Recruitment of Managers

Any new manager appointed at the setting in addition to obtaining a satisfactory DBS check by the registered person, will be required to meet the following criteria:

Possess either a nursery nursing qualification, such as a Council for Awards in Care, Health and Education (CACHE) Diploma in Child Care and Education, or NVQ level 3 or 4 in Children's Care, Learning and Development.

or the Level 3 Diploma for the Children and Young People's Workforce.

Plus

1. A minimum of two years' experience as a qualified nursery nurse
2. Evidence of continuing professional development
3. Between one and two years' experience in a supervisory role.

Appointment of all new managers will be subject to the standard Ofsted notification and application processes.

Further information can be found at:

<https://www.gov.uk/government/publications/dbs-update-service-employer-guide>

<https://www.gov.uk/government/publications/disclosure-and-barring-service-dbs-checks-for-childcare-providers-who-register-with-ofsted>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

New Appointment Check List

- **ALL requirements must be met satisfactorily before employee commences supervised or unsupervised work with children.**
- **REMIND employee of requirement to self-fund DBS check and any First Aid training required to validate their qualifications falling due within first three years of employment and ongoing.**

Employee Name:

Position Applied For:

Induction Date:

Requirements	Date Requested	Date Completed	Manager	Staff
Two satisfactory references returned and verbally verified. Evidence of qualifications				
Evidence of Early Years Educator Criteria obtained for >01/09/14 Qualifications AND Paediatric First Aid for >30/06/16 Qualifications				
Evidence of eligibility to work in the UK.				
Original ID documents satisfactory and copies taken.				
Staff informed of need to self-fund DBS + First Aid Cost can be paid by employer but recouped through salary.				
DBS check completed and returned and applicant signed consent to allow access and status checks.				
Staff Suitability Declaration obtained.				
Supervision Meeting scheduled. Staff Personal Details Form completed				
P45 or HMRC New Starter Checklist completed. Contract of Employment Issued and Trial Period Explained. Job Description issued				

Staff Information Leaflets issued.				
Health and Safety induction.				
Fire Safety and Emergency Evacuation induction. Safeguarding & Child Protection induction. Medway Council Whistleblowing Policy explained.				
General Security Advice Nursery prospectus issued Company policies and procedures and Staff Information Leaflets issued and explained e.g. Data Protection & Confidentiality & Prevent Duty Automatic Enrolment explained.				
Designated Person List explained Uniform + permit issued and dress code explained + expenses allowed for trousers. Food Safety Briefing				

ONLY WHEN ALL ABOVE CRITERIA HAS BEEN MET AND SIGNATURES OBTAINED CAN STAFF COMMENCE WORK. IN EXCEPTIONAL CIRCUMSTANCES A STAFF MEMBER CAN START WORK WHILST AWAITING DBS BUT MUST STRICTLY NEVER BE LEFT UNSUPERVISED UNTIL DBS IS RETURNED AND REVIEWED.