

**Orleton Pre-school Group**

**Safer Recruitment policy**

**Policy Statement**

The safe recruitment of staff in Preschool is the first step to safeguarding and promoting the welfare of children in education. We are committed to safeguarding and promoting the welfare of the children and young people and expect all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

We recognise the value of and seek to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The Pre-school is committed to ensuring that the recruitment and selection of all who work within it is conducted in a manner that is systematic, efficient, effective and promoted equality of opportunity. We will up hold our obligations under law and national collective agreements to no discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a best practice framework to comply with the principles set down in our Equal Opportunities Policy.

The practices described in this document are designed to ensure a fair and objective process. All posts within the Preschool are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, and have an enhanced DBS (Disclosure and Barring Service) check.

We are committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offences(s).

The DBS has published a Code of Practice and accompanying explanatory guide. We are committed to ensuring that we meet the requirements of the DBS in relation to the processing, handling and security of disclosed information.

**Procedures**

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

We recruit and induct our staff by:

• Advertising all posts necessary, through appropriate media to try and attract high quality applicants from diverse backgrounds.

• Providing an application pack with relevant information for anybody who expresses and interest in an advertised job.

• Ensuring that all applications are made using our standard application form

• Providing a job description to all short-listed candidates

• Undertaking enquiries concerning gaps in employment.

• Involving more than one person to shortlist for an interview

• Having the Manager and one other member of the Management Team conduct all interviews; the final decision will rest with the Manager.

• Notifying all applicants of success in their application or not.

• Informing the successful candidate that their job offer is conditional on the return of two satisfactory written references, preferably one from a current employer, and an enhanced DBS check which comes back clear. Staff who are convicted or cautioned for any offence during their employment with the Pre-school will be required to notify the Pre-school in writing of the offence and penalty. The Pre-school keep and maintain a single central record of DBS checks, in line with DfE requirements.

• Obtaining two pieces of identification, original copies of any necessary qualifications and official paperwork regarding eligibility to work in the UK where appropriate.

• Providing new members of staff with an appropriate induction period (minimum of 8 weeks) during which time, they will read and discuss the Preschool’s policies, including our Safeguarding Policy and Risk Assessments.

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed ………………………………..

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff-member please sign below to confirm that you have read and understood the policy, and are up-to-date with any changes.**

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| --- | --- | --- |
| **Staff/Committee Name** | **Job Title** | **Signature & Date** |
| **Polly Smith** | **Deputy** |  |
| **Vicky Thomas** | **Assistant** |  |
| **Sandra Thomas** | **Assistant** |  |
| **Debbie Moran** | **Trainee Assistant** |  |
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