



# Spinney Pre-School Safer Recruitment Appointing/Induction of New Staff, Policy

## Statement of Intent

When new staff are to be appointed at the Pre School the following procedures will be put into place. This is to ensure equal opportunities for both men and women with or without disabilities, from all religions, cultures and social backgrounds.

At Spinney 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 for our children, and to safeguard and promote welfare of young children. Spinney Pre-School is also committed to providing a supportive working environment for all its members of staff. Spinney Pre-School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. Spinney 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.

## Our Usual Procedure for Appointing New Staff

- The vacancy will be advertised within the local community and Social Media. Information such as a brief job description, desired qualifications and the closing date for returning the application forms will be advertised.
- Job descriptions and application forms will be sent out to all those that request one.
- Equal opportunities will be given before, during and after the interviewing process.
- During the interview, evidence of qualifications and/or experience will be sought,.
- References will be required if chosen to attend an interview.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- The applicant will be interviewed by at least two or more people, one of whom must have obtained the Safer Recruitment qualification and the others will be members of the committee.
- Applicants will be given the opportunity to look around the Pre School and meet the other members of staff and to ask questions.
- Notice to the applicant, whether they are successful or not, will be given as soon as possible.
- Unsuccessful applicants may request a feedback regarding their interview if they so wish.

## Enhanced DBS checks

In accordance with the recommendations of the DFES in “keeping children safe in education; safer recruitment and selection in education settings” the Pre School will carry out several -pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, Pre School will apply for Disclosure and barring certificates from the Disclosure and Barring service (DBS). Pre School will cover the cost of this. 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. Pre Schools policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

**In particular, Pre School will.**

- Store disclosure information and other confidential documents issued by the DBS in the cabinet, 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 Pre School will not retain such information for longer than 6 months, although Pre School 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 their DBS certificate, they will be permitted to sign up to the update service which is £13 annually which Pre School will cover the cost.

## **Induction of New Staff**

### **Guidance of new staff**

Starting a new job is always confusing as you strive to come to terms with new routines and responsibilities. It is especially difficult for staff managing a group of children who may also be in unfamiliar surroundings. In order to make the new settling in process as smooth as possible, the following support network is available:

### **On appointment**

The successful candidate is given a copy of the Pre School's prospectus.

- Details are given of planning meetings and an invitation will be made to spend some time in school.

### **Visit to Pre- School**

The main aim of this visit is usually to get to know the children and to meet the other members of staff.

- The new colleague will be introduced to a 'significant other,' whose role it will be to offer support and guidance during the early settling in period.
- You will be shown around the Pre-School and also be shown where the toilets are and staff eating facilities where food can be warmed, and drinks made.
- The Supervisor/Deputy will show you where the First Aid Box/Defibrillator are kept and inform you of all the necessary procedures that are involved with First Aid and Safety
- When shown the Staff handbook, you may be asked to sign evidence of your awareness of manual handling and any other relevant forms.

### **The following documents will be issued during your visit:**

- Staff Handbook
- List of contact numbers
- Copy of the Pre-School's Operational Plan
- Induction Pack

**A request may be made to take a photograph for the staff display board**

**This Policy was adopted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**