



## 1.13 Safer Recruitment

ISSUE NUMBER	ISSUE DATE	SUMMARY OF CHANGE
1	Mar 2012	Pg 4.3 New section staff use of mobile telephones
2 Policy renumbered from 2.1 to 1.13	Sep 2012	Pg4.3 Deletion of section on staff mobile phone use due to incorporation in new policy on Mobile Phones, Cameras and E-safety see 1:12  Policy rewritten based solely on safer recruitment Norfolk County Council Safeguarding toolkit June 2012
3 Policy amended to incorporate changes from CRB to DBS	Sept 2013	Pg 2.2 Removal of an enhanced CRB form will be completed prior to interview.  Pg 2.4 Applicants details will be confirmed with the relevant documentation as specified at <a href="http://www.gov.uk/disclosure-barring-service-check/documents">www.gov.uk/disclosure-barring-service-check/documents</a>  Pg 3.2 Removal of applicant's first day identification etc to interview stage and decision making.  Pg 4.4 Removal of one of three agencies to Capita Recruitment Vetting Service  Pg 4.8 Removal of Safer Staffing evaluation form
4 Policy amended to state adverts may be placed on the Job Centre Direct site Also interviewing will be conducted by at least one person who has attended safer recruitment training	Sept 2014	Pg 2.4 Adverts may be placed on the Job Centre Employers Direct site.  Pg 3:7 At least one of whom will have attended a Safer Recruitment course.

<b>5</b>	<b>Mar 16</b>	Pg 2 Amendments to the list of protected characteristics <b>Safeguarding Children and Safer Recruitment Toolkit is currently under review.</b> Pg 4 Section added to include DBS update service
<b>6</b>	<b>Jun 17</b>	Pg 2 Deletion of Job centre to Indeed website
<b>7</b>	<b>Jun 19</b>	Pg. 2 Change to EYFS 2017 Pg.3,4 Reference to Norfolk County Council Safeguarding Toolkit amended to June 2017

### **Policy statement and aims**

Buttercups Pre-school adopts a robust recruitment process in order to prevent unsuitable people being employed or volunteering to work with children. In doing so we acknowledge the Bichard Report, 2004 p12 para 79 "For those agencies whose jobs it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed."

There is a legal requirement (Early Years Foundation Stage Statutory Framework, 2017) that: 'Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners and any other person who is likely to have regular contact with children (including those living or working on the premises) are suitable.'

### **Recruitment Procedure**

#### **Job descriptions and person specification**

As a vital part of our recruitment process job descriptions and person specifications will be issued in respect of each vacancy and role within the Group (See recruitment file in the metal cabinet for copies of both). These will be reviewed and where appropriate updated on a regular basis.

#### **Advertising**

- Adverts will be placed on the Norfolk County Council's Early Years and Childcare website [www.norfolkchildcarejobs.com](http://www.norfolkchildcarejobs.com) and may also be placed on the Indeed employment website.
- We welcome applications from all sections of the community. Applicants will be considered in respect of their suitability for the post, regardless of disability, gender reassignment, pregnancy

and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership.

- Further suggestions for advertising are contained in Norfolk County Council's Safeguarding toolkit (June 2017, Safer Recruitment section 4).
- All advertisements will contain the following statement: **'Buttercups is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'**.

### **Application Forms**

- All applicants must complete a Buttercups Job application form (which is regularly updated to reflect best practice) and is stored in the Group's Recruitment Folder.

### **Short listing**

- After the closing date the Chair/ members of the Committee, Preschool Leader/ Deputy will analyse the received criteria in line with the requirements detailed in the person specification and job description.
- A short list will then be drawn up and recorded on the shortlisting form (see Recruitment file) with reasons for pursuing or rejecting an applicant.

### **Interviewing and decision making**

- Short listed applicants will be contacted and invited for interview.
- Prior to the interview commencing all applicant documents will be checked in accordance with the DBS (Disclosure and Barring Service see [www.gov.uk/disclosure-barring-service-check/documents](http://www.gov.uk/disclosure-barring-service-check/documents)). All applicants will be required to bring proof of identity (e.g. passport, driving licence, original certificates, proof of eligibility to work in the UK (Overseas applicants will be subject to further checks through Embassy requests and Police services see Directgov website, P45 (if appropriate) and a signed health declaration. These will all be photocopied and held on the new employee's personal file if successful. Unsuccessful applicants details will be shredded once an employment decision has been reached. A copy of a Health declaration form is available in Norfolk County Council Safeguarding Toolkit: Appendices; Appendix F; page 23; June 2017).
- **Two written satisfactory references will be taken prior to interview unless the applicant has specifically requested that a reference should not be obtained until a formal offer of employment has been made. In addition to written references further enquires may be made by telephone which will be recorded and held on the personal file.**
- **All references must be addressed to the Chairperson or Group Leader unless they will be discounted.**
- All applicants will be interviewed by at least two people (usually the Chair and the Pre-school Leader, at least one of whom will have attended a Safer Recruitment course, and will be assessed against the person specification and the job description as well as for their motivation and suitability to work with children.

- All applicants will be asked if they have ever had an allegation or concern made against them as part of the interview process.
- All applicants will be told that any offer of employment will be conditional and subject to successful references (if not already received) and an enhanced DBS check.
- All interview notes for unsuccessful candidates will be held for 6 months before being shredded. Notes for successful candidates will be retained in their personal files.
- The same interview scoring process will apply to each applicant and a scoring sheet for this purpose is available in the Group's Recruitment file.
- Standard letters based on the Pre-School Learning Alliance written guidance are available in the Recruitment file for both inviting an applicant to interview and also for declining. Further guidance is also available in the Norfolk County Council Safeguarding Toolkit (Section 9 pg1; June 2017)

#### **After the interview**

- After a decision has been reached and the offer of appointment confirmed, with agreed start dates, then a letter of confirmation will be sent (Norfolk county Council Safeguarding Toolkit June 2017 section 13 pg1). This will confirm that it is a conditional offer which is subject to a clear DBS check being received and also references, if not already received. (A sample letter is available in Norfolk County Council Safeguarding Toolkit (Section 10 pg2; June 2012).
- No applicants will be allowed unsupervised access to children prior to the receipt of a clear DBS being received and a risk assessment will be undertaken to this effect if it is necessary for the applicant to commence work prior to receiving the outcome of an enhanced DBS.
- The unsuccessful applicants will be notified by letter and will be given the opportunity to obtain feedback either in writing or by telephone. Details of unsuccessful applicants will be retained for a minimum of 6 months in case of challenge to the decision or complaint.
- If no suitable applicants have been identified then the application process should be completed again.

#### **References and Criminal Records Checks (DBS)**

As previously mentioned two written references must be received and Buttercups Pre-school will use a reference form for referees. See Norfolk County Council Safeguarding Toolkit (June 2017. Appendix G. Also section 11 pg2).

- All reference requests will be accompanied by a job description, a person specification and will include a commitment statement to safeguarding children:  

**'This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'**
- Once received and checked any gaps will be followed up by telephone and diarised to ensure they are obtained.

- All applicants have a right to request to see references.
- We use Capita Recruitment Vetting Service ([www.capitavs.co.uk](http://www.capitavs.co.uk)) which is approved by Ofsted in order to process enhanced Disclosure and Barring Service (DBS) checks. The progress of these applications will be tracked online.
- Where an individual is subscribed to the DBS Update Service we/ll carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- Once a DBS is returned and is clear, the setting will maintain details of each DBS reference, on a **single central record (which forms part of the Group’s Operational Plan)** and is readily available for all to access.
- Employers are legally obliged to refer information to the Independent Safeguarding Authority (ISA) if they have moved or removed an individual because they have harmed or there is a risk of harm to a child of a vulnerable group.
- All employees will be subject to a probationary period of at least 6 months, work under close supervision of a more experienced member of staff and receive a comprehensive induction (see policy 2.2).

This policy was adopted at a meeting of Buttercups Pre-school  
 Held on 6<sup>th</sup> June 2019  
 Date to be reviewed 6<sup>th</sup> June 2020  
 Signed on behalf of the management committee  
 Name of signatory Linda Creed  
 Role of signatory Chair Person

Staff/Committee Member	Date read	Signature
Sue Fuller	6 <sup>th</sup> June 2019	
Marie Patmore		
Kim Harrod		
Kingsley Jackson		
Charlotte Chilvers		