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PLEASE DO NOT REMOVE

SAFER RECRUITMENT POLICY

Martlesham & Kesgrave Playschools are committed to safeguarding and promoting the welfare of children and adults at all times and expects everybody working within this setting to share this commitment.

Aim :

This policy aims to prevent unsuitable people being employed or volunteering to work with children; promote safe working practices and challenge those that are poor or unsafe; ensure that robust safer recruitment practices are followed supporting the Safeguarding of Children and Young People so that we meet our duty of care appropriately and to ensure that employment law, anti-discriminatory legislation, health and safety legislation, freedom of information legislation and data collection regulations, the Childcare Act 2006, the Safeguarding Vulnerable Groups Act 2006, and a duty of care are adhered to.

We follow the Statutory Framework for the EYFS and we :

- Ensure that people looking after children are suitable to fulfil the requirements of their roles. We have effective systems in place to ensure that practitioners and anyone who is likely to have regular contact with children are suitable.
- Obtain an enhanced criminal records disclosure in respect of every person over 18 who works directly with children and works on the premises where childcare takes place (unless they do not work at times when children are present).
- Tell staff they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). We do not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children in our care.
- Record information about staff qualifications and the identity checks and vetting processes that have been completed (including criminal records disclosure, reference number, date the disclosure was obtained, and details of who obtained it).
- Will meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the DBS where a member of staff is dismissed (or would have been had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- Ensure that in the event of the disqualification of a registered provider, the provider must not continue as an early years provider, nor be directly concerned in the management of such provision. Where a worker is disqualified, we will not employ that person in connection with early years provision. (Where we become aware of relevant information that may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children.

- (a registered provider or employee may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed).
- Will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee could be an instance of a significant event. If a registered person or childcare worker is disqualified they may, in some circumstances, be able to obtain a waiver from Ofsted.
- Will give Ofsted the following information about themselves or about any person who lives in the same household as the registered provider or who is employed in the household :
 1. Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
 2. The date of the order, determination or conviction, or the date when the other ground for disqualification arose.
 3. The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
 4. A certified copy of the relevant order (in relation to an order or conviction).
- Will provide Ofsted with the information as soon as reasonably practicable, but at the latest within 14 days of the date we became aware of the information or ought reasonably to have become aware of it if we had made reasonable enquiries.
- Ensure practitioners are not under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. We will ensure those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises will be securely stored out of reach of children at all times.
- Will ensure all practitioners have appropriate qualifications, training, skills & knowledge, and a clear understanding of their roles & responsibilities. Staff will receive induction training which will include information about their roles & responsibilities, emergency evacuation procedures, safeguarding, child protection, the equality policy, health & safety issues. We will support staff to undertake training & professional development opportunities to ensure they offer quality learning & development experiences for children that continually improves.
- Will put appropriate arrangements in place for staff supervision who have contact with children & families. Supervision will provide support, coaching & training for the practitioner & promotes the interests of children. Supervision will foster a culture of mutual support, teamwork & continuous improvement, which encourages the confidential discussion of sensitive issues.
- Will provide supervision opportunities for staff to :
 1. Discuss any issues, particularly concerning children's development or well-being
 2. Identify solutions to address issues as they arise; and
 3. Receive coaching to improve their personal effectiveness
- Ensure the manager and deputy managers hold at least a full & relevant level 3 qualification and at least half all other staff will hold at least a full & relevant level 2 qualification. The manager will have at least 2 years' experience of working in an early years setting, or at least 2 years other suitable experience. The deputy will be capable & qualified to take charge in the manager's absence.
- Ensure at least 1 person with a current paediatric 1st aid certificate will be available at all times when children are present and accompany children on outings. We will take into account the number of children, staff & layout of premises to ensure a paediatric 1st aider is able to respond to emergencies quickly.

- Ensure that staff have sufficient understanding & use of English to ensure the well-being of children in our care, ie. To keep records in English, liaise with other agencies in English, summon emergency help & to understand instructions such as those for the safety of medicines or food hygiene.
- Have arrangements in place to support children with SEN or disabilities and identify a SENCO.
- Ensure all staff understand the need to protect the privacy of children in our care as well as the legal requirements that exist to ensure that information is handled in a way that ensures confidentiality.
- Will notify Ofsted of any changes of address; changes to the premises; name or address of the provider or other contact information; the person managing the provision; proposal to change hours; any significant event likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children; any change in the name or registration number of the charity;
- Will notify Ofsted of any change of manager within 14 days.

Methods

To meet these aims we will :

- advertise the position in a wide area including using personal networks and Suffolk county council family information service. It will be accessible to all and will include information about the role, contact details for a named person who can be contacted for an informal discussion. A safeguarding statement will be included in the advert informing the candidate that the successful.
- We will send out a pack to applicants which will include-;
 1. Job description
 2. Person specification
 3. Setting information
 4. Application form
 5. Covering letter
- Shortlisting - A short listing panel will consist of the manager or deputy and at least one member of the committee. They will independently read the applications and assess them against the essential criteria in the person specification. They will compare and as a collective make a short list. Candidates will be contacted and informed whether they have been successful. For those that are successful letters will include date and time of the interview and any other assessment they will be expected to undertake. We will specify to
- Interview
 The interview panel will consist of the manager or deputy manager and at least one other member of the committee; however a maximum of 3 people.
 Candidates at interview will be told when to expect a decision. After selection candidates will be contacted by phone and then a letter to confirm their appointment. The letter will state that the appointment is subject to satisfactory references and DBS.
 For both successful and unsuccessful candidates notes will be kept for a year. Due to data protection candidates will be offered their application forms and interview notes. All unsuccessful candidates will be offered feedback.
 The successful candidate will be asked to supply ID to check their identity, qualifications (original certificates).
- Ensure job descriptions & person specifications are appropriate to the roles advertised
- Ensure staff are sent an appropriate contract that ensures a 3 month probationary period is covered & states staff are expected to declare any convictions and/or court orders which may disqualify them from working with children.
- Ensure disciplinary and grievance procedures are in place
- Support equality of opportunity/equality & diversity (the Equalities Act 2010) by welcoming applications from all sections of the community

- Hold interviews that are fair to all applicants and ask questions that cover safeguarding, the Early Years Foundation Stage Framework and Development Matters in the EYFS
- Follow up two references (one being from the most recent employer) & ask for any gaps in employment to be explained (applicants will not be allowed to start work until satisfactory references have been received)
- Ensure applicants are able to work in the UK by asking to see appropriate documentation
- Look for appropriate qualified & experienced staff, asking to see certificates
- Ensure enhanced DBS checks are carried out in line with current guidelines and we will take note of the DBS number and keep details in a secure place. Each employee is asked to complete a declaration form, health questionnaire. . Any staff without a DBS will not have unsupervised contact with children until it is received.
- Ensure appropriate induction & supervision processes are in place that offer a robust induction & supervision process & in-service training, developing staff professional development plans for staff (and students/volunteers)
- Ensure staff understand & agree to comply with our confidentiality policy
- Ensure supervision provides opportunities for staff to discuss any issues; identify solutions to address issues as they arise & receive coaching to improve personal effectiveness
- Source training costs from our budget
- Hold regular staff meetings
- Ensure we remain up to date with legislation/best practices
- Access Suffolk CPD online to access the safer recruitment package of support

Our policy will be reviewed on an annual basis, updated according to legislation and be accessible and available at all times.

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)