

## 2.3 Safe Recruitment Policy Statement

At Magic Daycare Nurseries we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so.  
We follow this procedure each and every time we recruit a new member to join our team.

### Advertising:

We use the London Borough of Barnet website, reputable newspapers, and Nursery World magazine to advertise for any vacancies. We are also aiming to advertise on our own website.

### Vetting and Staff Selection:

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin, or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service for staff and volunteers who will have unsupervised access to children.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

We will inform OFSTED of any changes in the person responsible for our setting.

### Interview Stage:

- We shortlist all suitable candidates and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, job specification, an equal opportunities monitoring form and a request for identification prior to the interview
- The manager and the deputy will both sit on the interview panel and are both involved in the overall decision making
- At the start of each interview all candidates' identity will be checked using, for example, their passport and/or photo card driving license. All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are questioned using the same set of criteria and questions. These are formulated around specific areas of childcare including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery.
- Candidates will be given a score for their answers including a score for their individual experience and qualifications.

- The manager and deputy will then decide the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery.
- Each candidate will receive communication from the nursery stating whether they have been successful or not

## Starting Work:

- The successful candidate will be offered the position subject to at least two references from previous employment (one of which should be their most recent employer), or in the case of a newly qualified student, their tutor and a personal or professional reference (e.g. their G.P.). These references will be taken up before employment commences. If written references have been delayed or the candidate is due to commence work before their references have been received, verbal references will be obtained pending the written references. All information will form part of their personnel file.
- All new starters will be subject to an enhanced Data & Barring Service check whether they currently hold an enhanced DBS check or not. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy (or toileting) of any child will not be undertaken by any new member or staff without an up to date enhanced DBS.
- All new starters will have to complete a health questionnaire when they commence employment with us. This will be used to highlight any areas of concern that may affect their performance in their role.
- All qualifications will be checked and copies taken for their personnel files.
- All new members of staff will undergo an induction period during which time they will read and discuss the nursery policies and procedures. Their room coordinator or third in charge will introduce them to the way in which the nursery operates
- During their induction period all new staff will receive information on how to safeguard children in their care until a Child Protection course becomes available for them to attend.
- New staff will have meetings with the manager/deputy/third in charge during their induction period to discuss their progress.

## On going Support and Checks:

- Every member of staff will be subject to an enhanced DBS check every three years. All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any health concerns or incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable time scale.
- All members of staff will update their health checks on an annual basis to ensure management have a good knowledge of any changes in their suitability to care for children.
- Each member of staff will receive a formal appraisal meeting with the manager. This will provide an opportunity for the manager and member of staff to discuss training needs, as well as discuss their performance. Informal meetings will occur within this

time frame to ensure all targets are on track to being met, and to set new targets if required.

- The manager, deputy, third in charge and room coordinators will be responsible for any support the staff team may have between these reviews. This includes mentor support, one to one training sessions and ongoing supervision.