

Induction & Safer Recruitment Policy

Policy Statement

Wickham Montessori Nursery School is committed to providing the best possible care to its children but also to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Our nursery recognises that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain members of staff of the highest calibre who share these values and are able to implement them.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time.

The aims of the Nursery's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- To ensure compliance with all relevant recommendations and guidance given by the Disclosure and Barring Service (DBS).
- To ensure questions are covered at interview/induction, and annually, about convictions and disqualifications
- To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.
- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment Procedure

In order to ensure safer recruitment Wickham Montessori School will:

- Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children.
- All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A Curriculum Vitae will not be accepted in place of the completed application form.
- The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.
- If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
 - The agreement of a mutually acceptable start date and the signing of a contract, Terms and Conditions and Staff handbook.
 - The receipt of two references (one of which must be from the applicant's most recent employer) which the Nursery considers satisfactory.
 - The receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment. All appointments are subject to a three month probationary period during which the notice period to terminate employment for whatever reason, by either the employee or the nursery, is one week. Wickham Montessori disciplinary procedures do not apply during this probationary period, we reserves the right to extend the probationary period should it deem this necessary.

Pre-employment checks

In accordance with the recommendations of the DFE we will carry out a number of pre-employment checks in respect of all prospective employees.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address:

- Current driving licence or passport or full birth certificate; and
- Two utility bills or statements (from different sources) showing their name and home address;
- Documentation confirming any educational and professional qualifications which are relevant to the position.
- Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

References

References will be taken up on short listed candidates, as stated on the application form where possible. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer, whether this be in written format (preferable) or verbally. If the current most/recent employment does/did not involve work with children, the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative to the applicant or in a relationship with the applicant. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe the applicant is unsuitable to work with children.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's date of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired) and the outcome of these procedures.
- Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or behaviour towards children.

Criminal Records Check and Barring Decisions

Due to the nature of the work, Wickham Montessori School applies for criminal record certificates from the DBS, or checks the update service, in respect of all prospective staff members, volunteers and casual staff. We 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 details of any cautions, reprimands or warnings 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.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

If we use staff from supply agencies, then we expect those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before we will commission services from any such organisation.

Post Appointment & Induction

All members of staff and volunteers are given a two week induction on starting their employment with us, which will cover all aspects of the workings of the nursery including relevant information on safeguarding, the reading and understanding of our policies and procedures, codes of conduct and how to identify and raise concerns about the welfare of children.

Specific Safeguarding training, if not already achieved, will be given to new members of staff at the earliest opportunity following their employment start date. Courses are Documents given to the staff member during their induction are:

- Staff handbook
- Safeguarding policy.
- Personal information form
- P46 form if required
- DBS application if requested by the company

The induction programme also includes showing and observing the staff member using the correct procedure for:

- Fire Evacuation procedure
- First Aid
- Food safety procedure
- Security procedure
- Safeguarding & child protection
- Nappy changing procedure
- Made aware of our main officers for (SENCO, Safeguarding officers, etc)
- partnership with parents,
- Health & Safety
- Risk assessments

Once the staff member has been successfully inducted they will then receive regular supervision meetings with the room leader or manager. This is where future training is discussed, areas of achievement and areas of improvement - with an action plan to put into place with follow up meeting arranged if required.

All Staff must attend staff meetings when required, where we discuss as a team, events and our roles and responsibilities within the nursery policies which will be revised and training measures can be implemented. Staff will also on occasion attend planning meetings with their room leader to put in place activities for the term.

All Staff attends regular training to keep up to date with current procedures and legislation.
All our policies and procedures are kept in the Policy folder in the office accessible at all times.