



## Safer Recruitment Policy

**Little Me Pre-school takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.**

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.

### **Our procedure is as follows:**

- We only use reputable newspapers and the job centre website when advertising any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to provide us with a CV and at least two references.
- All shortlisted candidates will receive a job description where possible.

### **During an interview applicants will be asked to prove:**

- Their identity (passport or photocard driver's license)
- Relevant qualifications (certificates)
- Eligibility to work in the UK (official paperwork)
- Their criminal history (disclosing anything that will show up on a DBS)
- Detailed enquiries will also be made regarding any gaps in their employment
- The nursery manager and Deputy Manager will be present at interview
- Each applicant will receive communication from the nursery stating whether they have been successful or not

### **Starting work**

The successful candidate will be informed that their job offer is conditional, dependant on the return of two satisfactory written references and an enhanced DBS check.

New members of staff will not be allowed unsupervised access until they have DBS check complete, 12 hour paediatric first aid and have completed child protection training.

New members of staff will undergo an induction period on their first working day, during which time they will read and discuss the pre-school's policies and procedures and receive a mentor who will introduce them to the way in which Little Me Pre-school operates.

All new staff will have a 3 month probationary period and their work ethic and performance will be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

Staff appraisals take place every 6 months. This is an opportunity to discuss general responsibility and attitude to work, interaction with children, interaction with others, responsibility and contributions to quality of childcare, professional development and skills progress and qualifications and training desired.

All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the nursery. Staff will face disciplinary action if they fail to notify the manager within in a reasonable time scale.