

Wellesley Avenue, Goring by Sea, West Sussex BN12 4PN

## Safer Recruitment and Selection Policy

1. Kamelia Kids is committed to safeguarding and promoting the welfare of children and expects all staff, apprentices, trustees, students and volunteers to share this commitment. In this context it is vital that the Nursery applies recruitment and selection procedures that identify people who are unsuited to work with children.
2. Recruitment and selection are directed to achieving a well-motivated workforce committed to the Nursery's objectives and should normally involve open competition for vacancies as they occur. It is also becoming increasingly important, as the Nursery evolves and changes, that new employees show a willingness to learn, adapt and work as part of a team.
3. The measures described in this policy should be applied in relation to everyone who is involved with the care of children and those who regularly come into contact with children in a supporting or voluntary capacity.

*"For those agencies whose job 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."* Bichard report, 2004, p12, para79

### Objectives

1. To help deter, reject or identify people who might abuse children, or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
  2. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
  3. To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse and all students and volunteers are made aware of the signs and how to recognise these during the induction process.
4. The Recruitment & Selection procedure should help ensure that these criteria are addressed. The Nursery Recruitment and Selection Policy will:
- be fair and consistent.
  - be non-discriminatory on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation (known as 'protected characteristics).
  - conform to statutory regulations and agreed best practice.

## Recruitment Procedure

5. The West Sussex County Council - Staff Recruitment Guidance on ensuring that all staff are suitable to care for children, will be followed by Kamelia Kids to enable the development of a robust and secure recruitment process. See link below.

<https://www.westsussexscp.org.uk/preventing-abuse-neglect-information-pages/safer-recruitment-and-managing-staff>

6. To ensure safer recruitment, the Nursery management will:

- a) Ensure that when a post is advertised the advertisement makes clear the Nursery's commitment to safeguarding, including reference to DBS check and promoting the welfare of children, staff, apprentices and volunteers.
- b) Ensure that the job description and specification refer to suitability to work with children and the responsibility for safeguarding and promoting the welfare of children.
- c) Require all applicants to complete an application form containing questions about their academic and employment history and their suitability for the role. When completing the application form, we will share the Nursery's Safeguarding policy and include a link to the nursery website. *A Curriculum Vitae (CV) will not be accepted in place of a completed application form.*
- d) Scrutinise the information from applicants e.g., gaps in employment, maternity leave, redundancy, conduct, performance issues, safeguarding concerns. Document in writing and follow up any discrepancies or anomalies with referees. If scored less than 'Good' on reference, follow up with 'Why'.
- e) Conduct an online social media search, to view the applicant's online presence.
- f) Conduct a face-to-face panel interview (with at least one panel member who has completed safer recruitment training) to explore the applicants' suitability to work with children as well as his/her suitability for the post.
- g) Interview questions will be valued based and will include one question on safeguarding.
- h) Verify the applicants' photo identity e.g., driving licence/passport, checking for previous names - will require marriage, divorce, change of name certificate.
- i) Verify that the successful applicants have all the academic or vocational qualifications, Maths and English required for the position applied for and add a signature to a copy of certificate.
- j) Verify the applicants training in Paediatric first aid - 12 hours, safeguarding - plus FGM and Prevent Duty, level 2 food safety. If not trained willingness to attend training.
- k) Applicant will be required to spend one hour in a room, to demonstrate their practice and teaching skills.
- l) Once job has been offered obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children. Follow up on any concerns.
- m) Process the successful candidate's DBS (Disclosure and Barring Service) through the Nursery's preferred agency. (Currently capitarvs.co.uk - Online Disclosures).
- n) Once references and DBS clearance has been verified, start date can be confirmed and initial induction begins, including the health and physical capacity for the post.

## **Selection Procedure**

7. Appropriate selection procedures must be used for each post.

Procedures may vary:

- at its simplest, this may involve a straightforward interview and some form of skills testing.
- for more senior posts, presentations to the interviewers on a chosen topic, or psychometric testing.

8. The Nursery Operations Director will approach relevant people to assist with interviewing. Two people from the Nursery must be involved in the interview, at least one will have Safer Recruitment training.

9. Applicants **must** be selected against the criteria in the Person Specification. It is the responsibility of the appointing Manager at this stage to record briefly (in writing) the reasons why an applicant is not short listed.

10. All papers must be returned to the Nursery Operations Director who will invite the applicants for interview, obtain references and make the necessary administrative arrangements for the interview. This will include timetabling the interviews and sending regret letters to candidates who have not been short listed.

11. The appointing Manager will decide on the interview format and determine which areas to focus questions on.

12. When interviewing, care must be taken to ensure that the Equal Opportunities Policy is strictly adhered to, with no discrimination shown on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. After the interview, the appointing Manager will ensure that the Interview Report Form is completed as fully as possible

13. When all applicants have been interviewed, and a decision has been made as to the most suitable applicant for the post, the appointing Manager will inform the Nursery Operations Director of the decision and will return the Interview Report Form along with other information and documents.

14. Upon receipt of the Interview Report Form, the Nursery Operations Director will:

- write to the successful applicant, offering the post subject to satisfactory references and DBS, and agreeing a commencement date and starting salary.
- notify all unsuccessful applicants by telephone.
- confirm if the appointee refuses the offer, or if there are any other details to be cleared.
- initiate a personnel file and computer entry for the new employee.

15. Ensure a detailed initial induction process is carried out with new staff members, apprentices and volunteers, which include familiarisation to the Nursery's safeguarding policy, child protection procedures and safer working practices prior to commencing role.

16. Carry out a full room induction on commencement of role, to be completed within 3 months.