

Safer Recruitment and Staff Induction Policy

Introduction

The Island Day Nursery is committed to safeguarding and promoting the welfare of children and young people. The Island Day Nursery recognises that in order to achieve this aim it is of paramount importance to attract, recruit and retain staff who share this commitment. The Island Day Nursery will follow strict recruitment procedures to protect all children and young people in our care and expects all staff, students and volunteers to share this commitment. Our 14 steps to safer recruitment are set out in Appendix C

Advertising

Vacancies will be advertised through a variety of media which could include: local newspapers, social media or internal bulletins.

All advertisements will include a statement of safeguarding commitment.

Recruitment Procedures

At no point will a CV on its own be an acceptable form of application. All prospective candidates will be asked to submit an application form (Appendix A) which will contain questions about their previous employment and academic history.

The Island Day Nursery is committed to ensuring Safeguarding is a top priority therefore when appropriate the nursery may check candidates digital footprint prior to interview. Any concerns will be addressed through the interview process

Once short listed, candidates will be invited to interview and will be asked to bring with them:

- A copy of a certificate of relevant childcare qualification
- Copies of other relevant certificates i.e. Paediatric First Aid/ Safeguarding/Food Hygiene
- A form of photographic identification i.e. a current and valid passport or driving licence
- Documentation showing their National Insurance Number – NI Card, P45, P60
- A copy of a current DBS check

All interviews will be conducted by at least 2 members of staff one of whom will be trained in safer recruitment.

During the interview process all candidates will be asked the same questions. Staff on the interview panel will record and score all answers accordingly.

Successful candidates will be informed via a telephone call. All job offers will be subject to an enhanced DBS check, which must come back clear and 2 written references.

Induction

Once offered a position, all staff will be on a 3 month probation period. During this time, they will become familiar with all policies and procedures and be allocated a mentor who will introduce them to routines and day to day running of the setting.

New members of staff will not be able to provide intimate care (nappy changing or supervising toileting) until their enhanced DBS is completed and clear.

All staff will undergo an induction process before starting work with the children. During this process staff will:

- Be given a tour of the building and be introduced to staff
- Be given a run-down of how the day works
- Have policies and procedures shared with them (to include, safeguarding, whistle blowing and staff conduct)
- Be made aware of fire evacuation procedures
- Complete new starter forms for HMRC
- Complete staff emergency contact information
- Complete a health declaration
- Sign a relevant job description
- Have company counselling help line details shared with them

A full list of the induction checklist can be found in Appendix B

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop/Rosalind Moreno/Cara Bonner – Barton

Erica Dunwell/ Heather Bishop/Jonathan Reed – Sandown

Erica Dunwell/Becky Kujabi/Sam Hicks – Wootton

Review: August 2027

APPENDIX A Job Application form

Application for the post of:	
Location:	
Closing date:	

Please complete this form using black ink/print, attach additional sheets of paper if you run out of space.

Personal Information

Title:		First name(s):	
Surname:		Any previous last names:	
Address:			
Home phone number:		Mobile number:	
Email Address:			
National Insurance Number:		Do you currently have the right to work in the UK? :	

Education and Qualifications

Name of institution (e.g. secondary school, college, university)	To	From	Subjects/Courses taken and grade/qualification/award

Professional development/training relevant to the position, membership of any professional bodies.

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Employment History (a continuous employment history is required from when you left full time education).

Current or most recent employer

Employers name	
Address	
Date appointed to/from	
Notice required	
Hourly rate of pay	
Job title	
Description of duties	
Reason for leaving	

Previous employment (most recent employer first, and please include details of any gaps in employment and reasons why).

Employers name and address	Position	From (mm/yy)	To (mm/yy)	Reason for leaving
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Additional information

Please provide more information/experience/skills that you feel may be relevant to the position applied for and would make you suitable for the position applied for; please continue on a separate sheet if needed.

Interests/hobbies you feel may be relevant

Do you hold a current full UK driving licence?	
Do you have access to a vehicle?	
Do you have any relationship (Friend/family member) to someone connected to the setting?	
Where did you see this post advertised?	

References

Please provide the names and contact details for two referees that can verify your employment record. One must be your current or most recent employer.

Reference 1	Reference 2
Name:	Name:
Organisation name and address:	Organisation name and address:
Job Title:	Job Title:
Relationship:	Relationship:
Phone number:	Phone number:
Email address:	Email address:

Rehabilitation of Offenders Act 1974 (Exemptions) order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 (amended in 2013)?	Yes		No	
Are you included in any list of people barred from working with children imposed by the Disclosing and Barring Service (DBS) or ever been disqualified from working with children?				

If you answered YES to either or both questions please give details and dates in the space below.

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I declare that the information I have given above is true to the best of my knowledge and will be subject to verification. I understand that, should any of the information I have provided in this application be found to be false or inaccurate, or should there be any wilful omission of material fact, this may lead to my application being rejected or withdrawal of any offer of employment. I understand that a DBS check will need to be carried out before any offer of employment is given.

Signed:	
Print:	

Date:	

APPENDIX B

Name:	Date of Birth:	Induction Date:
DBS Number:	DBS Date of Issue:	

	Signed by manager:	Date
Certificate of childcare qualification and date issued		
Application form received		
Interview carried out		
Job offer made		
Reference 1 received		
Reference 2 received		
Contract issued		
Starting wage accepted		
Mentor assigned (where appropriate)		
Staff Code of conduct signed		
Job description signed		
New starter form completed (HMRC)		
Health declaration completed		
Bank details obtained		
Policies read		
Fire drill procedures explained		

Staff emergency contact details obtained		

Appendix C

The 14 steps to Safer Recruitment

1. Planning the recruitment process
2. Conducting a job analysis
3. Drawing up a job description and person specification
4. Agreeing the interview process
5. Advertising the vacancy with a statement about the company's commitment to safer recruitment
6. Scrutinise applications
7. Compile a shortlist
8. Invite candidates for interview
9. Seek references
10. Conduct interviews and verify identity documents
11. Make a conditional offer of appointment
12. Carry out pre-employment checks
13. Induction
14. Probationary period