



# **Safer Recruitment Policy**

St Helen's Pre-School will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

St Helen's Pre-School will always adhere to the Norfolk Safeguarding Children Board's procedures, including specifically the Safer Workforce Policies and Procedures.

## **Job description and person specification**

St Helen's Pre-School will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant personnel – e.g. committee members, Staff members, students and volunteers

## **Recruitment publicity**

St Helen's Pre-School will circulate all vacancies widely, for example, by advertising with Norfolk childcare Job. We will ensure any advert contains a commitment to safer recruitment and safeguarding children.

## **Written application form**

St Helen's Pre-School will insist on a written application form. This should include personal details such as name, past names, past and current work/volunteering experience and details of qualifications. It should also include explanation of all gaps in employment. Applicants should also provide current and recent addresses for the past 5 years.

## **Selection criteria**

St Helen's Pre-School will decide how the person should behave with children and what attitudes we want to see.

We will develop a list of essential and desirable qualifications, skills and experience and select people against this.

## **Written Declaration**

St Helen's Pre-School will remind applicants that posts involving working with children are exempt from the Rehabilitation of Offenders Act.

We will ask for a statement in writing that they have no past or current convictions, cautions or bind-overs and no pending court cases.

## **Identification**

St Helen's Pre-School will ask for photographic documentation to confirm identity, such as passport or driving licence, and, for example, a utility bill that contains their address.

## **Qualifications**

We will ask to see the original documents of any qualifications.

## **Interview**

St Helen's Pre-School will interview face to face, preferably with at least two representatives St Helen's Pre-School including a member from the Committee. We will discuss with the applicant information contained in their application form and explore their attitudes towards working with children. This also provides an opportunity to discuss our child protection policy and to ensure that the applicant has the ability and commitment to meet the standards required.

### **We will talk about the application including:**

- Areas in which you want to know more details
- Gaps in employment history
- Vague statements or unfamiliar qualifications
- Frequent changes of employment
- What their motives are for wanting to work with children

## **References**

Two written references must be obtained, where possible to include current or most recent employer.

## **DBS Checks**

We will always gain enhanced DBS disclosures as appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role we will allow the staff member or volunteer to have contact with children.

## **Induction and Probationary Period**

We will ensure volunteers or workers receive a comprehensive induction, in line with our Induction Policy.

We expect a normal probationary period to be 3 months, during which time the volunteer or staff member will regularly work under the supervision of a more experienced volunteer or worker, such as management.

Training on Child Protection and Safeguarding Children should be given within 2 months.

If there are concerns during the probationary period the volunteer or staff member will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations/Whistleblowing procedure.

**We understand that it is our responsibility to help keep children safe by following this policy.**

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

..... Chairperson  
..... Manager

Date: August 2017  
Review Date: August 2018