



Safe recruitment policy

At the Eveline Day and Nursery Schools we are vigilant throughout every step of our interviewing and recruitment process to ensure that all people working with the children are qualified and suitable to do so.

The procedure below is followed each and every time we recruit a new member to join our team.

Advertising

- We use reputable newspapers and websites to advertise any vacancies

Interview stage

- We have a pre-set specification and candidates will be shortlisted against these requirements.
- Shortlisted candidates will receive a job description, an equal opportunities statement and a request for identification prior to the interview.
- The candidate will be interviewed by the principal and vice principal
- At the start of each interview all candidates' identity will be checked using, for example, their passport and, or photocard, driving licence and a photocopy will be taken of these along with any certificates and visa to work.
- All candidates will be questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance a child's development and their understanding of the legal frameworks applied to childcare in the nursery.
- The interview will be documented and recorded on their application form.
- The principal and vice principal will then discuss the applicants with the nursery manager and decide on the most suitable person for this position based on the scores given in the interview form and also based on their knowledge and understanding of the early years framework as well as the needs of the nursery.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student their tutor AND a personal or professional reference (eg their GP). These references will be taken up before employment commences. This will be verbal initially and then followed up with a written reference, which will form part of their personnel file.
- All new employees will be subject to an enhanced Disclosure and Barring Service check whether they currently hold an enhanced DBS or CRB check or not. This will be initiated before the member of staff commences work in the nursery along with completing a Child Protection Declaration Form asking the new employee to declare if he or she has have been under investigation, had any previous convictions, or been subject to any disciplinary for inappropriate behaviour towards a child.
- The new employee will not be allowed to do the following until their DBS check comes back:



- The new employee will not be left unsupervised with any child or any child's records
- They will not take photographs of any of the children
- Will not have access to any learning and development logs
- And they will not undertake nappy changing or toileting
- All new starters will have to complete a health questionnaire (a medical questionnaire) when they commence employment with us. This will be used to highlight any areas of concern that may affect their performance in their role.
- All qualifications will be checked and copies taken for their personnel files
- All new members of staff will undergo an intensive induction period during which time they will be issued with training files, containing the nursery's policies and procedures. They will be given time to read and then discuss the policies and procedures with the nursery manager. An induction form will also be completed which will help introduce the new employee to the way in which the nursery operates.
- During their induction period all new staff will receive training on how to safeguard children in their care.
- As part of the on going training process the new member of staff will receive regular meetings with the manager during their induction period.

On going support and checks

- Every member of staff will be subject to an enhanced DBS check. All staff will be required annually to complete and sign our 'Safe to work with children declaration form'. Staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any health concerns or incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable time scale.
- Each member of staff will receive on going supervision and a formal appraisal annually. This will provide an opportunity for the manager and member of staff to discuss training needs for the following year as well as discuss their performance in the previous year.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions and on going supervision.