

## 6 Safeguarding children, young people and vulnerable adults procedures

### 6.11 Safer Recruitment Policy

**Safeguarding requirement:** Little Acorns Pre-school CIO is committed to safeguarding and promoting the welfare of children and young people and follows 'Safer Recruitment' procedures. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

At Little Acorns (Colleton) Pre-school CIO, we have an effective system in place to recruit staff, volunteers, students and parent/carer helpers, which allows us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children.

#### **Our safer recruitment procedure for paid employees:**

- Please see Appendix 1 for a flow chart of the full procedure.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CV's).
- Applicants will be shortlisted by a minimum of two people.
- All candidates are required to attend an interview. Candidates may be required to spend supervised time with the children.
- Interview panels consist of at least two people, at least one of whom will be Safer Recruitment trained.
- Candidates are successful at their first interview they may be invited back for a second. During the second interview supervised time will be spent with the children.
- Candidates will be asked to bring 2 forms of ID to the interview as proof of identity.
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference. These will be requested prior to interview unless stipulated by the applicant.
- If shortlisted for interview, candidates will be asked to complete a self-declaration form and a health questionnaire to bring with them in separate sealed envelopes. The self-declaration form will be opened during the interview. The health questionnaire will only be opened if after an offer of employment has been made.
- Original copies of candidates' qualification certificates will be seen by the Manager/ Chairperson and copies will be made.
- Any offer of employment that is made will be subject to pre-employment checks.

- Applicants will be asked to originally sign their application forms if they were digitally submitted.

***Once an offer of employment has been made:***

- An Enhanced Disclosure Barring Service (DBS) (with Children's Barred List) check is carried out for all employees. During this check we will ask for 3 original identity documents.
- Little Acorns will pay for the DBS check to be carried out, however if the applicant does not complete his/her their probationary period successfully, the full payment of the DBS check will be required to be repaid by the applicant. If the applicant leaves the setting within a year of their start date 50% of the cost of the original DBS check will be required to be repaid by the applicant.
- The health declaration form envelope is opened which must satisfy us that the candidate is suitable to care for children.
- Qualifications will be checked using the DfE Qualifications spreadsheet.
- A right to work in the UK form is completed.
- A photocopy of 1 item of photographic ID is taken for their personal file.
- Both referees will be contacted and references sought if they have not already been received.
- A probationary period of a minimum of 3 month or maximum 6 months is set.
- A disclosure of criminal record and disqualification declaration for early years' settings is completed annually, if the person is employed for more than a year.

**Our effective recruitment procedure for volunteers** (we class these as adults 18 and over):

- All candidates are required to attend an interview; however, completing an application form is not necessary. Candidates should bring 2 forms of ID to confirm their identity.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen and copies will be made, however this may not apply to all volunteers, especially those new to early years.
- An Enhanced Disclosure Barring Service (DBS) check is completed (we do not accept portable DBS checks), which the volunteer may be asked to pay for. During this check we will ask for identity documentation (originals).

- A disclosure of criminal record and disqualification declaration for early years' settings is completed annually, if the person volunteers for more than a year.
- A photocopy of 1 item of photographic ID is taken.

**Our effective recruitment procedure for students** (we class these as up to 18 years old and are usually still at school, college or wishing to complete a Duke of Edinburgh award or work experience):

- All students are required to attend an interview and asked to provide ID as proof of identity. (It is acknowledged this may be difficult for some school aged work experience children).
- A reference from the school or college will be sought.
- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check, which the student may be asked to pay for. During this check we will ask for identity documentation (originals).
- All students under 16 years old will require two references; one from their school or college and one personal reference.

**Our effective recruitment procedure for regular parent/carers helpers:**

- All parent helpers who sign up to regularly come into the setting (by which we mean at least once a week) and having contact with the children will be required to complete an Enhanced Disclosure Barring Service (DBS) check. During this check we will ask for identity documentation (original copies). The cost of this check will be met by the setting.
- Parents/carers who sign up to less frequent visits to the setting for example helping out at special events twice a term, will not be required to complete an Enhanced Disclosure Barring Service (DBS) check.
- A disclosure of criminal record and disqualification declaration form for early years' settings is completed annually if the parent continues to help at the Pre-School for more than a year.

**Little Acorns (Colleton) Pre-School will ensure:**

- A member of staff, currently Jo Logan, Lisa Perrott and Jane McCarthy, designated safeguard leads, receive training in accordance with that recommended by the Local Safeguarding Children Board every two years and refreshes their knowledge and skills at least annually.
- During probation periods, paid employees are given additional support to enable them to follow Little Acorns' policies and procedures as set out in the staff induction document and handbook.

- Appropriate feedback has been sought from two referees.
- Enhanced DBS check has come back with a suitable result.
- Students, volunteers and parents/carer helpers are never left alone with the children.
- Ensure that no candidate is treated unfairly on any grounds including: race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age.
- The company called First Advantage Online Disclosures (previously GBDOonlineDisclosures) will usually be used for all Enhanced Disclosure Barring Service (DBS) checks.

### **Staff leaving Little Acorns:**

Every staff member who leaves the employment of Little Acorns will be offered an exit interview. This will be with a member of the Little Acorns Committee, usually the Chairperson. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at Little Acorns is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve Little Acorns as an employer and give the staff a chance to offer feedback on their experience with us.

### **Further information**

Keeping Children Safe in Education [Keeping children safe in education 2023](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67261/Keeping_children_safe_in_education_2023.pdf)  
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