



Safe Recruitment of Staff Policy

At Spice Childcare we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

Advertising

- We use reputable newspapers, websites and the local job centre to advertise for any vacancies.
- We ensure that all adverts include details of our equal opportunities policy and our safe recruitment procedures; including an enhanced Criminal Records Bureau check and at least two independent references for each new employee.

Interview stage

- We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates will receive a job description, a job specification, an equal opportunities monitoring form and a request for identification, prior to the interview.
- The managers and the deputy will sit on the interview panel, and are all involved in the overall decision making.
- At the start of each interview all candidates' identity will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are 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 the child's development and their understanding of the legal frameworks applied to childcare and used in the setting.
- Candidates will be given a score for their answers including a score for their individual experience and qualifications.

- The managers and deputy will then decide the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the setting.
- Each candidate will receive communication from the setting stating whether they have been successful or not.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.

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 (e.g. 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 starters will be subject to an enhanced Criminal Records Bureau (CRB) check whether they currently hold an enhanced CRB check or not. This will be initiated before the member of staff commences work in the setting and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log, or changing the nappy of any child will not be undertaken by any new member of staff without an up to date enhanced CRB (whether supervised or not).
- All qualifications will be checked and copies taken for their personnel files.
- All new members of staff will undergo an induction period during which time they will read and discuss the setting's policies and procedures, and will be introduced to the way in which the setting operates.
- During their induction period all new staff will receive training on how to safeguard children in their care.
- The new member of staff will receive regular meetings with the manager during their induction period to discuss their progress.

Ongoing support and checks

- Every member of staff will be subject to an enhanced CRB check every three years. All 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 setting. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale.
- All members of staff will be required to inform managers of any significant changes to their health.
- Each member of staff will receive two meetings a year with the manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews.

Legal requirements

- The setting abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage.
- The setting also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the setting or is still under investigation. Please also refer to Safeguarding/Child Protection policy for further information.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	