



Recruitment and Vetting Policy and Procedure.

Safeguarding Statement

Safeguarding and promoting the welfare of children is an integral factor of Puss N Boots Day Nursery. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within the nursery and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure nursery environment.

The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

Puss n Boots Day Nursery is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Equal Opportunities

Puss n Boots Day Nursery is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity. The recruitment and selection process will be applied fairly and consistently to all applying for positions within the nursery regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age and religion.

Recruitment Procedure

The safety and welfare of children is considered at all times and it is our policy to ensure that all relevant pre-registration checks are carried out by the proprietor.

We thoroughly vet all of our nursery practitioners and applicants to ensure suitability. The following checks apply to all staff and, unless otherwise stated, are conducted prior to work.

- Interviewed
- DBS checked for Puss n Boots Day Nursery or are in the process of being checked. (If waiting upon a DBS Check the member of staff is never left alone with the children and we have a photocopy of their recent DBS check from their previous employment.)
- Qualifications verified
- Two written references
- Have permission to work in the UK
- Identity checks

DBS

- All applicants are to undergo a DBS Enhanced Disclosure check prior to placement.

An applicant can commence employment while an application is in progress, with regards to the member of staff never be left alone with the children.

References

All applicants are required to provide details of at least two referees, one of whom must be their previous/current employer and ideally both who are able to comment directly on their performance in the childcare field. Both referees must be senior to the applicant and be contactable at their place of work.

Written - We require both references to be in writing prior to placement.

Verbal - Verbal references may be taken but written follow up is required. The applicant may be placed on the strength of one written and one verbal reference. If the referee fails to respond to our reference request we approach the member of the staff and ask for a third referee or for the member of staff to prompt the referee on our behalf. We would normally expect confirmation of a written reference to be received within one week.

References are scrutinised by the proprietor and if we are not entirely satisfied with the content we request additional references or make a decision not to engage the applicant.

Qualifications

All applicants must provide evidence that they hold a childcare qualification or evidence of qualifications that are relevant to the role. Ideally we require original documentation but in the absence of this a letter confirming the qualification from the training provider or a notarised copy will be accepted.

From time to time the nursery will check the authenticity of qualifications with the issuing institution and we seek the applicant's authority to do this.

Interviews

All applicants attend a personal face-to-face interview prior to work with the proprietor or Manager.

Identification

All applicants are required to provide at least 3 forms of identification two of which must be from group A and one must contain a photograph and if applicable one from group B. A further one item of identification is required from Group C and must show a teachers current address. This will then be used to process there DBS check

Acceptable ID documents

A

Valid passport and Visa/Permission to work
UK Driving licence – photo (if passport is not provided)
Birth certificate
EU Identity card

B

If the teacher has changed names through either deed-poll or marriage documents in support of this will be required

C

p45/60 Statement
Bank or building society *
Utility bill*
Mortgage/Insurance statement*
Addressed payslip*
* *Dated within 3 months*

Medical Declaration – verbal and written

Within the Interview the proprietor or Manger will ask about health and how many days they have had off sick in the past year. The information given will be kept strictly confidential and used only to access needs in the nursery. If the applicant declares a condition that we feel may affect their ability to work within the nursery we do require a letter from their GP.

Medical form is to be completed on first day of starting at Nursery

Staff Suitability Declaration

All new staff must complete a staff suitability form and submit it to the manager or owner during the first day of work. The information will be kept confidential.

Index card

To be completed on first day of work to provide contact details of the new member of staff and their emergency details.

Permission to Work

To comply with the Asylum and Immigration Act 1996 we ensure that the applicant has been given valid and subsiding leave to be in the UK by the Government and that leave does not restrict them in taking the job in question. We satisfy ourselves that the applicant is the rightful holder of any of the documents presented to us by checking: -

- photographic ID to ensure that we are satisfied that they are consistent appearance of the applicant
- the dates of birth listed so that we are satisfied these are consistent with the appearance of the applicant
- the expiry dates of passports and visas are valid and ensure that adequate monitoring systems are in place to signal the pending expiry of key documentation
- any United Kingdom Government stamps or endorsements to see if the work seeker is able to do the type of work we are offering and that the proposed hours are permissible
- any name changes are supported by the appropriate documentation

Information that comes to light after placement

Should information come to light after the applicant has been placed; we will in the first instance speak with the member of staff, if this is appropriate and either terminate our contract with the member of staff or discuss findings with the member of staff in order to obtain their agreement to continuing with the placement.