

## Safer Recruitment and Selection Policy

### Advertising:

The main aim is to attract the candidates that are the best possible candidates for the position. To ensure this, the content of the advertisement must be clear and concise and details should include, the nature of the job, the qualifications and or experience needed to carry out the job, the main purpose, tasks and responsibilities, personal specification, salary, holiday entitlement, and rewards that go with the job. The advert should also state the Company follows a Safer Recruitment Policy.

### Selection:

As a company, we must be effective in the area of recruitment and selection of staff and retention of the best people. Making the right choice in selecting staff is very important and selection should be based on skills, knowledge and ability instead of race or gender. We take into consideration the Equality Act 2010 to ensure all applicants are treated fairly.

### Tools of Selection:

Application Forms and C.V's are used to select the best possible candidates for the job in question and managers and recruiters must know the job specifications and choose the ones who meet the criteria. For most positions, initial telephone screening is also used to gather more information about a candidate prior to arranging face to face interviews.

### Interviews:

Once selected, candidates are formally invited to an interview and the content of the interview and expectation of timeframe is outlined. Candidates are asked to bring their completed application form and the necessary ID to allow Fennies to check their Right to Work in the UK and apply for a DBS check if successful. These will be checked and copied at interview. Copies will be held for a maximum period of 3 months for those who are unsuccessful before being securely destroyed. Interviews contain a set of interview questions relevant to the Job Role and contain a mixture of open, scenario-based, probing and behavioural questions. Answers can be scored to give an equal assessment of each candidate. Interviews for nursery based staff also assess practical performance through work trials of varying lengths.

### Screening:

As directed by the safer recruitment and selection in education settings good practice guidelines, Fennies is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. By ensuring that our recruitment and selection processes help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them, we are able to strengthen safeguards for children and young people.

### References:

References are sought from 2 sources, current and most recent employer or two most recent employers. References should always be sought and obtained directly from the referee who must be a managerial range and not a colleague. References or testimonials provided by the candidate, or open references and testimonials, i.e. "To whom it may concern", are not accepted. Reference requests contain the same set of questions requesting factual information but also declarations on disciplinarys and/or concerns relating to the safeguarding of children.

In cases where applicant is unable to produce professional references due to insufficient work history, we can accept character references from persons of standing in community e.g. Head of Year, College tutor etc.

*Internal use only*

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>	<b>Date for review</b>
<i>July 2017</i>	<i>L Heyburn</i>	<i>July 2017</i>	<i>July 2018</i>

Recent case law concluding that employers are liable to the individual for any detrimental consequences of supplying false or inaccurate information has deterred many employers from giving references or adopting a policy of providing only the basic factual information e.g. dates of employment and title of post held. Therefore, reliance on references as a selection tool should be limited and should be used as a final check to the selection process, along with any other pre-employment checks for the post.

Disclosure & Barring Service:

It is a requirement that everyone working with children and/or vulnerable adults must have a DBS disclosure at the enhanced level. This disclosure will include a check against List 99 and Children's Barred List. The DBS disclosure should be obtained prior to the individual commencing employment and successful applicants required to sign up for the DBS update service on receipt of their DBS check. This must be maintained throughout employment. Staff will be asked to confirm there is no new information on their check at supervision meetings and Fennies reserves the right to check the update service at any time if there is cause for concern. In certain situations, for example, to maintain staff:child ratios or where non-nursery based staff will not have access to children without this impacting their ability to complete the full range of duties, an applicant to a permanent position may be permitted to start work before their DBS disclosure has been received as long as both references have been received and are satisfactory; the DBS application process has started; the applicant has completed the DBS Declaration and Health Declaration forms satisfactorily; the Risk Assessment for non-DBS holder has been completed by the manager and there are no concerns about the individual's suitability. Where an applicant does start work without their DBS Disclosure, they cannot be left unsupervised and they will not be required to carry out personal care (e.g. changing nappies or toileting) until their disclosure comes through. As receipt of a satisfactory DBS disclosure is a condition of probation, if the DBS disclosure has not been returned by the end of the probation period, an employment review will be carried out and employment may be terminated. Bank staff are not permitted to start work until all clearances have been received, including DBS.

Fennies has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children who use Fennies services are safe, and that the Nursery meets its social and statutory obligations. Following an offer of employment and during employment at supervisions, all staff are required to complete a declaration confirming they are suitable to work with children, as required by the EYFS 2017.

The management and monitoring of this responsibility is devolved to the Human Resources Manager and Early Years Quality Improvement Manager.

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