



## **SAFER RECRUITMENT AND EMPLOYMENT PROCEDURE**

***At Playtime we are vigilant in our recruiting procedures aiming to ensure all people working with children are qualified and suitable to do so.***

***We will not recruit any person who has been disqualified from working with children as set out in the Childcare Act 2006 and OFSTED will be contacted for advice on this procedure. The Early Years Foundation Stage Statutory Framework and requirements will be met and implemented.***

### **Advertising**

We use reputable newspapers, websites, social media and the local job centre to advertise for any vacancies.

### **Application pack**

All candidates will receive an application pack containing:-  
A covering letter, application form, person specification, job description. Candidates will be made aware that two referees are required and a Disclosure and barring services (DBS) check will be carried out

### **Interview stage**

We shortlist all applications against the person specification and ensure all candidates receive correspondence regardless of whether they are successful in reaching the interview stage or not.

The manager and deputy will conduct interview jointly and will both be involved in the overall decision making.

All candidates reaching the interview stage will be questioned using the same set of criteria and questions. These are based around specific areas of childcare such as safeguarding children, behaviour management, planning suitable activities and legal frameworks used in the nursery.

Candidates will be given a score for their answers and the manager and deputy will then decide the most suitable people for this position based on these scores and their understanding of the early year's framework as well as the needs of the nursery.

The most suitable candidates for the position will then be requested to come into the setting for a supervised visit and will be assessed



on their communication skills and interactions with children and staff.

Each candidate will then receive communication from the nursery stating whether they have been successful or not.

### **Verification**

The successful candidate will be offered the position subject to at least two references from previous employers or in the case of students their tutor and a personal or professional reference. These references will be taken up where possible will be taken up before employment commences. These will verbally initially and then followed up by a written reference which form part of your personal file.

### **Starting Work**

All new staff will be subject to Disclosure and barring service checks (DBS) and they will not have **unsupervised** access to any child until this comes back clear. Playtime will then keep details of Enhanced DBS reference number, the date the disclosure was obtained and details of who obtained the check.

All qualifications will be checked and copies taken for your personal file.

Upon employment the new member of staff will begin an induction process during which time they will read and discuss the nurseries policies and procedures. The induction process includes reviews at the end of the first week and first month then further reviews at three and six months along with weekly/fortnightly mentor meeting.

Further to induction the Nursery Manager will book training for new staff for core skills such as Safeguarding children, Prevents Duty, FGM and Food Hygiene.

During the induction process a mentor is given to the new member of staff who will introduce them to the way in which the nursery operates.

### **Ongoing support and checks**

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 nursery. Staff will face disciplinary action should they fail to notify the manager in a reasonable time scale.

All members of staff will update their health screening form and staff conviction form every six months to ensure management have a good knowledge of any changes in their suitability to care for children.

All staff will receive yearly appraisals as well as termly training interviews to discuss performance and training needs these will be conducted by the manager and deputy. The nursery operates an open door policy and staff can discuss any concerns they may have about their own practice, setting or the ability/suitability of other colleagues.