



Magdalene Preschool

Recruitment Policy

Magdalene Pre-school are committed to ensuring 'Safer Recruitment in Early Years' It is crucial to ensure that as an early years provider, we are creating a culture of safe recruitment that includes the implementation of a recruitment procedure that will help eliminate or identify people who might pose a safeguarding or welfare threat. Magdalene pre-school takes it's commitment to Safeguard and Promote the Welfare of Children very seriously and expects all staff and volunteers to do the same. We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- The Manager is experienced at interviewing and if needed consults the Pre-school learning alliance if any questions or concerns arise when recruiting.
- The Manager will follow procedures set out in the pre-school learning alliance handbook 'Recruiting Early Years Staff' and 'Recruiting Safely' (Children's Workforce Development Council) and follow the 12 Steps to safer recruitment guidance.
- We advertise through all forms of media when advertising any vacancies.
- All applicants will be required to complete an application form and a CV and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview, applicants will be asked to prove: Their identity (passport or photocard driver's license)
- Relevant qualifications (certificates)
- Eligibility to work in the UK (official paperwork)
- Their criminal history (disclosing anything that will show up on a DBS)
- Detailed enquiries will also be made regarding any gaps in their employment.

- The Pre-school Manager and Deputy Manager will be present at the interview and if necessary on occasion a representative from the Management committee. The final decision regarding employment will remain with the manager and or management.
- Each applicant will receive communication from the pre-school stating whether they have been successful or not.
- If successful, the applicant will be required to fill out a 'Pre-school Learning alliance health questionnaire' and a 'Croydon social services declaration of health' form.

Starting work:

- The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS certificate from the Disclosure & Barring Service.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
- New members of staff will undergo an induction programme of 6 months, during which time they will read and discuss the nursery's policies and procedures and receive a mentor who will introduce them to the way in which the Pre-school operates.
- Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered. This includes any health concerns or incidents that have occurred outside of the preschool. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.
- All staff will be asked to read/refresh themselves with staff and Pre-school policies, yearly each September and asked to sign that they have understood and are happy with these.
- All staff have a private supervision every term (Please see staff supervision policy)
- Every year, staff are asked to sign a document stating that they must tell the Manager if themselves or any adult in their family have been subject to a child protection investigation since their last DBS. This is also discussed termly at staff supervision (Please see supervision policy)

https://www.ndna.org.uk/NDNA/Community/myNDNA/Mini_Guides/Safer_Recruitment.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

Signed:.....Date.....

On behalf of the Management Committee