

## SAFER RECRUITMENT AND SELECTION POLICY

***“The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed”***

### ***Richard Inquiry Report, 2004, p 12 paragraph 79***

As Richard observed, a ‘sufficiently devious’ person may be able to find their way into any setting – but we will work to do everything in our power as an employer to prevent this from happening, and from children being placed at risk of harm.

Research confirms that abusers will be deterred if they believe that an organisation is alert to safeguarding issues and has appropriate policies in place. Very often an abuser will not proceed with an application in those circumstances and will look for a softer target.

It is the Registered Providers’ responsibility to ensure that the people looking after the children and those meeting them are suitable to fulfil this role. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust, Kirsty’s Little Treasures complies fully with the DBS and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure based on a conviction or other information revealed.

The Director or Manager will check the suitability and obtain an enhanced criminal record records disclosure for anyone working directly with children. We keep a record of the date and the serial number of the DBS certificate.

Kirsty’s Little Treasures is committed to Safeguarding children, young people, their families and our staff, volunteers and carers. Everything we do promotes the safety and wellbeing of the children and young people we work with, as well as that of children and young people in general.

The welfare of the child is paramount.

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

We believe that for safeguarding and good practice to happen, we need staff, volunteers and carers who are carefully selected, feel valued and encouraged and are appropriately trained, managed and supported in their work.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All staff, students and volunteers working with children and young people have a responsibility to report concerns to the appropriate Designated Safeguarding Lead (DSL) within the setting.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, LGBTQ+ Status, responsibilities for dependents, age or physical/mental disability.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

When recruiting new staff/volunteers the following will always be considered and carried out:

- Gaps in employment history explored within interviews
- C.V's alone will not be accepted all applicants must complete an application form.
- References will be thoroughly carried out and checked before offering potential candidates a position.
- Identity will be checked to ensure that the interviewee is who they claim to be.
- A DBS check will always be carried out on staff working alongside the children, as well as permanent staff who may not work directly with the children but are working on the premises (e.g., cleaner, cook, office staff etc.).
- A record of ID checks, right to work in the UK, qualifications certificates are checked.
- The same processes are used for volunteers and students; DBS certificates obtained by their training provider are checked and the details recorded.
- Google searches of the candidate's name will be carried out to ensure that the candidate is not linked to any wrongdoing.

It is of paramount importance that the recruitment process is vigorous in its ability to protect children from those people who may harm them. Vigorous checks will be carried out with suitable candidates including the completion of an application form, the gaining of at least 2 references and an in-depth check of the identification provided. One or two interviews will be carried out (role dependent) by members of the management team and a trial period will be carried out with each suitable candidate before a definite decision is made. Feedback and reasons of decision will be passed onto unsuitable candidates for personal development reasons. Every new member of staff will be employed upon a 13-week probationary period. All staff members must sign up to the DBS Update Service and these will be checked as least annually by the manager.

Some Members of the Management Team have attended Safer Recruitment Training.

**Devised January 2014**

## PROCEDURE FOR APPOINTING NEW STAFF

For us to make safer, more robust recruitment decisions for all posts in our setting (both paid and voluntary), there are three key stages that we will follow:

1. **Deter:** promote messages to deter unsuitable applicants at every stage of our recruitment process, by providing clear messages about our setting's vigilance in relating to safeguarding responsibilities.
2. **Reject:** seek to reject unsuitable applicants through adopting a robust approach to selecting the right candidates to interview, employment history checks and appropriate selection techniques, and a well-prepared and properly trained selection panel.
3. **Prevent:** prevent unsuitable people from gaining employment in our setting by undertaking the right combination of pre-employment checks, a rigorous code of conduct for staff, strong protection for whistleblowers, and an open but vigilant staff atmosphere.

Recruiting and selecting the right staff is fundamental to the success of Kirsty's Little Treasures and its ability to deliver high quality childcare. Our aims are to ensure that our approaches to recruiting new staff and volunteers are professional and thorough and constant thought is given as to retaining existing staff in the best possible way.

**The procedure that will be followed when appointing new staff is as below:**

1. Advertise the position with Indeed, job center, Internet (social media) and in house with current employees. Applicants will be asked to e mail/post a CV for further viewing; an application form will also be sent to the applicant. It will also be mentioned that all employed staff will need an enhanced DBS check carried out and mention our commitment to safeguarding
2. CV's will be collated and studied; suitable applicants will be contacted to fill out an application form.
3. Suitable applicants in line with our Person Specification and Job Description will be contacted and an interview arranged.
4. The 1<sup>st</sup> interview will commence; two members of management will conduct this interview.
5. During the interview relevant questions will be asked and relevant information discussed, identification will be checked and names for references will be obtained, references must be given from the applicants' most recent employee. The interview will then be drawn to an end.
6. When all interviews have been carried out and short listings take place, unsuccessful applicants will be written to, to inform them of our decision, feedback will be offered to them, if necessary, upon our decision. Successful applicants that meet the required criteria will be invited back for a second more formal interview; 2<sup>nd</sup> interviews will be carried out with members of the management team. More formal questions will be asked and possible scenarios discussed, things around terms and conditions and code of conduct will also be discussed.
7. After all the second interviews have been carried out again short listings will take place, and successful candidates will be invited to a third interview which is a trial period. A 2-5-hour trial session will take place, and the candidate may be asked to carry out a specific activity with the children. Observations during the trial period will be recorded and used to inform final decision-making
8. Using all the relevant paperwork and observations that have been mentioned

above, a final decision will be made. Letters will be sent to unsuccessful applicants, and the successful candidate will be offered a position within the company, subject to a successful application of an enhanced Disclosure and Barring Check and the validation of the two references provided (if not already received).

9. Within the first 2-4 weeks of a new staff member's start date a full induction will be carried out.
10. Any new staff member will be placed on a 13-week probationary period and supervised and supported throughout this period. Where needed the probationary period can be extended or if the new staff member fails to meet our requirements their position can be suspended.

**References will only be accepted in written form; over the phone or 'word of mouth's references will not be accepted; a phone call may be made to the person that has given the reference to ensure its validity.**

### **Induction, training and continued supervision**

All new staff, students and volunteers are given a copy of all policies and procedures and receive induction training which includes:

- an understanding of the settings safeguarding policies and procedure
- behaviour management
- how and when mobile phones and cameras can be used in the setting
- how to define and identify possible signs of harm, abuse and neglect
- what to do if concerns arise
- what to do if concerned about the behaviour or conduct of another adult
- the designated safeguarding lead in the setting

All staff complete/refresh safeguarding training at least every two years. The Management Team complete training at level 3 and refresh every two years. The quality and effectiveness of training is evaluated following each course; Worcester Children First training or EYPT is usually used as we are confident that these meet the requirements of the different roles, Ofsted expectations and the recommendations of the WSCP.

Safeguarding is always discussed at staff meetings, supervisions and appraisals and all staff are provided with updates as and when is needed dependent upon changes in Legislation etc.

Supervision meetings usually take place for all staff every 12 weeks. The purpose of this is to foster a culture of mutual support and continuous improvement by providing support, coaching and training for staff, and encouraging confidential discussion of sensitive issues. Appraisals are carried out every 12 months and are used to discuss progress and targets for the future.

Staff are encouraged to disclose any convictions, cautions, court orders or reprimands and warnings which might affect their suitability to work with children, whether these occur prior to, or during, their employment at the setting.