

Safeguarding and Welfare Requirement:3.9

Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced.



Safer Recruitment Policy

Policy statement

At Cotswold Bunnies, 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. We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. Cotswold Bunnies will follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff and volunteers, students and agency staff to share this commitment.

Procedures

All jobs are advertised externally and internally as required. All prospective candidates will be asked to submit a CV and a covering letter highlighting their academic qualifications and employment history. Applicants will then be contacted by email and will be sent an application form. We will contact all applicants, regardless of outcome, to inform them if they have been successful in being invited for a face to face interview.

Interview Process

Interviews will take place with the Manager or Deputy Manager and one of the Directors. A set of pre-determined questions will be asked.

During the interview, detailed enquiries will be made regarding any gaps in their employment as well as the reason for leaving their current or previous employment.

Candidates will be given a tour of the setting, and if possible, introduced to other members of staff.

If possible, the candidate should be seen interacting with the children as part of the interview process, and it may be deemed necessary to have trial session before a formal offer is made.

Onboarding Process

Successful candidates will be sent a formal, conditional offer via email, to confirm hours, rate of pay, and primary location. The offer will be conditional of the following documentation being provided as well as the return of 2 satisfactory written references and an enhanced DBS check.

They will be asked to submit the following documentation:

- Either a current photo driving licence, passport or full birth certificate.
- A utility bill or statement, showing name and address within the last 3 months.
- Documentation showing their National Insurance Number (NI Card, P45 or P60)
- Documents confirming any educational or professional qualifications referred to in their application form, including any first aid, health and safety, food hygiene or safeguarding qualifications.
- Eligibility to work in the UK
- A current DBS registered to the update service. If this is not available, then a DBS application will be completed.
- Deed poll documentation, if necessary, to confirm any changes to name.

A meeting will be organised with one of the Directors, or the manager, to go through this documentation, complete the DBS application if necessary, and to go through the successful candidates contract before starting. If any training needs to be completed before starting, for instance Food Hygiene for a chef, this can be arranged at the same time.

Induction

Once offered a position, the staff will be on a 3-month probation period, during this time the staff will be trained in all areas and completed the induction programme (See induction policy for more details). New staff who do not receive 2 full references prior to starting, will be placed on an extended probation of 6 months.

New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing of supervising toileting) to any child until their DBS is completed and it's clear.

During the induction period, it is expected that new staff will read the policies and procedures, as well as being provided a 'mentor' who will introduce them to the "Cotswold Bunnies Way".

Enhanced DBS checks

In accordance with the recommendations of the DfEs in “Keeping Children Safe In Education”, the nursery carries out several -pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBS). The nursery will cover the cost of the first check. The nursery will always request an enhanced disclosure as described below:


- An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The nursery’s policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the nursery will.

- Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
- Not retain disclosure information or any associated correspondence for longer than necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.
- Once the member of staff has received her DBS certificate, they will be asked to sign up to the update service which is £13 annually, and they will be responsible for ensuring that they pay every year. Guidance on how to do this can be found on the Government Website.

Legal framework

- Keeping children safe in education
- Early Years Foundation Stage Statutory Framework

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	01/10/2024	Date to be reviewed:	01/10/205
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		