



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105

allie.green@thegrarnarynurseryschool.co.uk

Safe Recruitment Policy

Reviewed and updated 04.06.2020

Introduction

The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Nursery School. Our aim is to ensure that staff are employed at the setting through a safe employment process. As a nursery who employs people to work with children we must do everything we can to make sure that we do not employ anyone who may abuse children. The senior management responsible for recruitment must show an understanding of safe recruitment practices and be able to demonstrate this to OFSTED. Having such practices in place will help deter some unsuitable people from applying for or accepting a post and help to identify unsuitable candidates. "However, you will never completely eliminate the risk of appointing an abuser who is determined to gain employment and access to children." [Safe Recruitment Best Practice Guidance For Ofsted registered early years, childcare and playwork settings – Suffolk County Council and Suffolk Children's Board].

The recruitment process:

1. Establish a need for a post to be filled.
2. Write job description and person specification
3. Advertise
4. Shortlist applicants
5. Plan the interview and assessment
6. Interview
7. Employment checks (ID and qualifications)
8. Decision making
9. Confirmation of job offer*
10. Employment checks (DBS)
11. Request references
12. Telephone referees
13. Create induction plan
14. Monitoring systems in place

*Subject to successful checks

1. The nursery begins the process by establishing a need for a post to be filled. It is decided what position is needed as well as when and how it should be filled.
2. Before the job is advertised, the senior management considers what behaviours and competencies are needed to carry out the job. They also define what is required in terms of professional qualifications as well as what personal qualities we would be looking for in someone with a responsible attitude towards safeguarding children. The job description includes the organisation name (The Granary Nursery School Ltd), the job title, the normal hours of work, the normal place of work, the immediate supervisor or manager of the post as well as which staff, if any, the post supervises, details of pay, the purpose of the post, minimum qualification requirements, a list of duties and responsibilities and a safeguarding statement. We ensure that essential and desirable criteria are made clear.
3. When advertising the job, adverts, leaflets and/or posters demonstrate that we are committed to keeping children safe. People who want to do harm are more likely to go to places where it is made easy for them. Therefore, by using a safeguarding statement in our job advertisements, it will deter some unsuitable people from placing an application. E.g.
“At The Granary Nursery School we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We carry out enhanced DBS checks on all staff and volunteers”.
It is made clear who applications should be sent to and how e.g. by post and/or email.
4. The nursery uses the personal qualities and behaviours criteria as well as qualifications and previous work experience to decide who to shortlist. Each candidate’s application form is checked that dates of employment match up and that there are no gaps. If there are, notes are made to ensure that this is followed up during the interview. Each candidate is rated to decide if they should be shortlisted using the following system:
 - A – Evidence exceeds the standards set
 - B – Evidence meets the standards set
 - C – Some evidence provided but falls short of standards set
 - D – No evidence providedIn this way all candidates are compared fairly. If candidates do not reach the essential standards they will not be considered for shortlisting and desirable skills will not be taken into account.
The nursery sends out confirmation of call to interview along with a copy of our Safeguarding policy and request to bring with them examples of ID i.e. passport or birth certificate, driving license or naturalisation certificate and legal work permits (as required).
5. The staff responsible for recruitment plan the interview questions. These include question from the application form as well as any additional questions that may have arisen from the responses given. ‘Model’ answers are agreed to ensure consistency

from interviewers. An assessment is also agreed e.g. candidate will plan and carry out an adult focussed activity or spend allocated time working alongside other staff members.

6. Before the interview commences, it is explained how the process will work – to give candidates an idea of what to expect and help put them at ease. During the interview, any unexplained gaps in employment history are investigated to check for credible reasons as well as any concerns or discrepancies arising from the information provided. The candidate will be asked if they wish to declare anything in light of the need for a DBS check. During the interview, at least one safeguarding question will be asked e.g. about our safeguarding policy or about previous professional experience related to safeguarding.

The interviewers will focus on four key areas: motivation to work with children; the ability to form and maintain appropriate relationships and personal boundaries with children; emotional resilience when working with challenging behaviours and attitudes towards the use of authority and maintaining discipline.

Interviewers must keep in mind that they should not believe what people say without examining the evidence e.g. qualification certificates etc.

The interviewers ask candidates for permission to request references from referees provided. The planned assessment is scheduled and agreed (that day or at another appropriate time).

7. All candidates must supply original forms of ID, which are photocopied for future reference or to process DBS checks as required. All original qualification certificates are also copied.
8. Interview candidates are discussed and rated.
9. Candidates are informed of the outcome. Letters are sent to unsuccessful applicants and a confirmed conditional job offer is sent to successful candidate/s subject only to a successfully completed enhanced DBS check and satisfactory references.
10. DBS checks are carried and once clear disclosures and satisfactory references are returned the candidate/s will be informed and a start date agreed.
11. Each candidate will be asked to supply two separate references¹, one of which must be from a current or most recent employer. The other reference may be from a previous employer or a personal referee. Open references (addressed ‘to whom it may concern’) will not be accepted and must include the referee’s perception of the individual’s suitability to work with children; whether they have any concerns about the candidate working with children; whether they have any knowledge of the individual being personally investigated regarding safeguarding issues (even if the investigation came to nothing).

¹ See reference request letter and form

12. Referees are contacted to confirm validity.

13. An induction plan is devised – including details of the probationary period. The induction process included information about policies and procedures including those related to safeguarding and whistleblowing. Time will be put aside to discuss safeguarding and to address any concerns or queries. New staff will be made aware that they can expect complete support from their line managers if they raise a safeguarding concern related to a colleague’s conduct with children. Safeguarding training will be offered and updated regularly.

14. New staff will be monitored as part of an on going induction period. The one to one supervisions and annual appraisal system will be explained and staff supported by their line manager. All staff are encouraged to access training as part of their CPD (continued professional development). New members of staff receive a copy of the Employee Handbook which also includes section on expected conduct.

Name	Signature	Date Read

The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105



Dear

Re: (name of candidate)

The person above has applied for a job with The Granary Nursery School Ltd in the role of XXXXXXXXXXXXX and has given your name as a referee. Details of the post are enclosed.

To help us assess their suitability for the role, please could you fill in the attached form. If you prefer to send a letter, you can, but please include all the information we ask for in the 'Essential Information' box on the form.

We may share this information with the candidate, if they ask to see it.

This post may have unsupervised access to children and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. So you should give us any information about convictions, which might otherwise be considered spent.

Please let us know if there is any reason in your opinion XXXXXXXXXXXXX should not be employed to work with children.

We cannot employ anyone until we have satisfactory references and other pre-employment checks have been done. So please could you reply by XXXXXXXXXXXXX at the latest. If you can respond sooner we would appreciate it.

Thank you for your help.

Yours sincerely

Enquiries to Allie Green
allie.green@thegrarnarynurseryschool.co.uk
01728 621105

**Employer Reference Request For
(Essential Information)**

Name of candidate.....

Job title while in your employment.....

Salary while in your employment.....

Start date.....Leaving date.....

Reason for leaving.....

How many days have they had off sick (for example 12 days in all may have been one occasion of 12 days or three separate occasions of four days each)
Occasions.....

Is or was their general attendance and punctuality good? Yes/No
If no, please comment.....
.....

Is the applicant (or were they at the date of leaving your employment) subject to any informal or formal disciplinary, capability or ill health procedures (including investigations)? Yes/No
If yes, please give details.....
.....

Is there any reason why you think this person should not work with children? Yes/No
If yes, please give details.....
.....

Would you reemploy this candidate? Yes/No
Any further comments.....
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Do you think the candidate could do the job they are applying for (see enclosed job description) Yes/No

If no, please

comment.....

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Are there any parts of the job you think the candidate may find difficult? Yes/No

If yes, please give

details.....

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Please give the candidate's level of performance for the following:

Where (A) Exceptional

(B) Good

(C) Adequate

(D) Below Average

(E) Poor

N/A Didn't form part of their role

	A	B	C	D	E	N/A		A	B	C	D	E	N/A
Willingness to learn and develop							People management skills						
Accepting responsibility							Ability to work as part of a team						
Flexibility							Planning skills						
Developing and maintaining relationships with parents/carers							Ability to work on own initiative						

Any further

comments.....

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If there are any additional comments you would like to make, please continue on a separate sheet and attaché to this form.

Finally, overall, how would you grade your recommendation for this applicant for the job? (please circle)

1. Strongly recommended
2. Recommended (with reservations stated above)
3. Not recommended

Signed	
Print Name	
Job Title	
Date	
Telephone No.	