

## **Busy Bees Playgroup**

### **Safe Recruitment Policy**

(Cross reference to Committee Policy, Equality of Opportunities and Diversity Policy, Child Protection Policy, Confidentiality Policy, Staff Behaviour and Personnel Policy, Staff Supervision Policy)

When a vacancy for a staff member becomes available, firstly the Senior Management team must establish exactly what sort of post is needed (if at all), and which days and hours are required. Current staff may wish to change their hours, so this will be explored first. The Treasurer/Administrator will check to ensure that adequate funding is available.

The Recruitment procedures should be led by a Recruitment panel of at least two people, one of whom who holds up to date Safe Recruitment training (Hailie Sturt - Manager), and at least one other member of the Senior Management team (Jane Burris – Administrator). The chair of the committee will be kept informed at all times. Using current paperwork, we will check what Job Descriptions and Person Specifications exist and make sure they are up to date.

Busy Bees Playgroup is an equal opportunities employer. We will not just mention the vacancy to one person verbally, but we will advertise widely enough to ensure that all likely candidates are able to apply. A decision on where the vacancy should be advertised will be made, depending on the level of the job. For example, a Playgroup Cleaner need only be advertised locally, such as outside school gates, whilst vacancies requiring qualified staff should be advertised more widely. We use the PATA job advertising platform to advertise Job vacancies. We will ensure the advertisement includes the following:

- Location of vacancy
- Post Title
- Required experience and qualification
- Salary
- Days and Hours of vacancy
- Length of contract (if it is fixed term)
- Contact name and number to get more information on the vacancy including description and person specification.
- Required experience and qualifications
- Closing Date (giving approximately 2 weeks)
- That our commitment to ensuring the safety of the children is paramount and that a DBS check is required.

All enquiries for the post should be made in writing or via email. Each applicant will be sent a copy of the job description and person specification, the application form and a self-declaration form.

The Recruitment Panel should review all the applications, and then assess which candidates best suit the requirements of the Person Specification and Job Description. The shortlisted candidates will then be written to and invited to an interview. We will also state in the letter that the candidate will need to bring along photo ID, proof of address and original qualification certificates to the interview. It is helpful to contact the candidates by telephone first to give them adequate notice. We will send out reference request letters and forms and chase them by telephone to ensure they are received prior to interview, if appropriate. Telephone references and open references (i.e. To Whom It May Concern) will not be accepted. Reference request forms and self-disclosure forms will be treated strictly confidentially and will remain in a sealed envelope and until the interview. If a reference is not available prior to interview no confirmed offer of employment will be given until reference are sourced. We will let unsuccessful candidates know that they have not been successful and won't be required to attend an interview.

Prior to the interview date, the Recruitment Panel will agree a list of questions in advance that we wish to ask all the candidates. Some questions will be tailored to individuals, depending on their application forms and background, but most questions should be the same to allow for an easier comparison between candidates, and to assess their suitability against the Personal Specification. We will agree which answers we expect, and what will constitute an inappropriate answer beforehand.

On the day of the interview, we will set up a suitable room as comfortably as possible so as not to intimidate the candidates, and we will try to provide water. We will ensure that candidates waiting prior to their interview cannot overhear other candidates being interviewed. If the post involves direct care of the children, as part of the interview process, we will arrange for candidates to spend some time playing with the children (with supervision) to observe how they interact with the children and ask for the children's opinion where appropriate.

At the start of the interview we will introduce the panel members and explain a little about their role. The interview questions will be asked, and notes made to refer to after the interview. To clarify their understanding or give further explanations to a brief answer to a question, the interviewer should ask the candidate for specific examples of their experience, or how they have dealt with a situation, instead of asking hypothetical questions. The successful applicant will need to have sufficient understanding and use of English to ensure the wellbeing of children in our care, we will also ask for information about qualifications, experience and how they manage their record keeping.

Envelopes containing the completed Reference Request Forms and the Self Declaration Form should be opened at this time in front of the candidate and used to provide information for the interview. Questions may be asked to give more information. Busy Bees will not automatically discriminate against applicants with a criminal record. If a candidate discloses a criminal offence at this time, they may still be considered if the offence was minor or a long time ago. Busy Bees will assess the criminal conviction against the applicant's skills and experience for the position and weigh it up against the risk posed to the children and group by the applicant. However, if the offence was serious enough to

warrant a custodial sentence or was a violent or sexual offence, or one against children they will not be considered for the position. Busy Bees will never employ anyone who is disqualified from working with children. This includes people who are on the Protection of Children Act (POCA) list. We will inform the LADO and DBS of anyone who is barred from working with children who has applied for a position. We will make checks to validate the candidate's identity by viewing photograph ID, proof of address (e.g. bank statement) and proof of qualifications (original certificates only if a qualification is required), as part of the interview process. Qualifications should be checked to ensure that they are valid and suitable for the position. Candidates from outside the UK will need to prove that they have the right to work in this country.

At the end of the interview, the candidate should be asked if they have any questions. We will confirm the salary, hours, and length of contract if it is fixed term. The candidate will be thanked for coming and asked if they still wish to be considered. We will explain if we are seeing several candidates and let them know when and how we will be in contact, and that offers are subject to a satisfactory DBS check and we may need to follow up references.

For some vacancies, it may be necessary to arrange a second interview, or a follow up Playgroup visit as part of the interview process. If this is likely, it is helpful for candidates to know this in advance.

Following the interview process a decision is made on who is the most suitable candidate for the position, considering references and the information gathered in the interview. If the references are not acceptable, it may be necessary to contact the referee(s) for further information and clarification. As far as possible, a decision will be made based on the answers given to the questions during the interview. We will aim to contact the successful candidate as soon as possible following the interview. Once they have accepted, we will let the remaining candidates know that they have been unsuccessful, giving some helpful feedback. If none of the candidates are suitable for the position, we will advertise and start the process again. We will not be tempted to offer a position to a candidate who is not suitable just because only 1 person applied for the position. If the successful candidate decides not to take up the offer, other strong candidates may be approached to attend a second interview. We will issue the individual with a contract of employment. A full contract of employment will be offered after a successful 6-month probationary period.

**Suitability checks** Only once a satisfactory enhanced DBS check is received can the new staff member start their work. All staff are required to hold a enhanced DBS on the update service. Alternatively, if the staff member has a recent DBS check in a similar role, but for a different location, they may be able to start, with the provision that the position is still subject to a DBS check for Busy Bees. If the applicant has registered for the update service, we will quickly be able to establish if the candidate is suitable for the role, by logging on to check that there are no changes to the DBS certificate, and they are still suitable to work with children. However, for those not registered to the service, we must ensure we have

appropriate time to get the DBS check completed prior to their start date. All DBS checks must be checked thoroughly to ensure they are suitable to work with children. If an applicant has spent time living or working in a different country, we will obtain a DBS check from the country's foreign office. Details of the new staff member's name, DOB, address, ID checks, qualifications and DBS certificate details will be added to our Single Central Record.

All staff must be informed whilst completing their Enhanced DBS disclosure that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment in the setting). This is an on-going requirement throughout their employment at Busy Bees. No staff member or visitor who has not had their suitability checked will be allowed unsupervised contact with the children in our care. We abide by the requirements of the Early Years Foundation Stage Statutory Framework Safeguarding and Welfare Requirements regarding suitability of staff and disqualification. If we receive an unsatisfactory DBS check where by an applicant is barred from working with children, we will notify OFSTED, the LADO and the DBS service.

A person is disqualified if any of the following apply:

- They have been cautioned for or convicted of certain violent or sexual criminal offences against adults and any offences against children.
- They are the subject of an Order, direction or similar in respect of childcare, including orders made in respect of their own children.
- That have had registration refused or cancelled in relation to childcare of children's homes or have been disqualified from private fostering.

A disqualified person can apply to OFSTED for a waiver.

<https://www.gov.uk/government/publications/applying-to-a-waive-disqualification-early-years-and-childcare-providers>. OFSTED may grant a full or partial waiver, including a waiver that would allow an individual to work in a relevant school/Early Years setting. Whilst a waiver application is under consideration the individual must not continue to work at Busy Bees. Where a waiver is not granted, the employee will need to be dismissed unless redeployment options are available.

Other checks may need to be completed such as an EY2 or in the case of the person in charge an EY2A and health declaration form will need to be completed, and a suitable person interview will be arranged with OFSTED.

Secure storage, handling, use, retention and disposal of disclosures and disclosure information. As an organisation using the DBS service to assess the suitability of applicants for positions of trust, Busy Bees Playgroup complies with the CRD Code of Practice regarding the storage, retention and disposal of Disclosures and Disclosure information. We will ensure that any Disclosure information will be kept locked in a filing cabinet. Access to the information will be restricted to The Chairperson, the Manager and Administrator/Treasurer who will have access to staff files when appropriate. Disclosure information will only be used for the specific purpose for which it was requested.

# **BUSY BEES PLAYGROUP**

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