

## **Safer Recruitment, Selection & Vetting**

The Bell House Nursery is dedicated to safeguarding, promoting the welfare of our children and expect all staff and volunteers to share this commitment. 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. A job description and person specification is devised for each post. Staff are recruited through job agencies and adverts in appropriate publications. Positions within the setting will be open to current staff members. We are committed to safeguarding the children in our care and all advertisements placed on our website and in any other publications will state that the applicant must be suitable, will be subject to a full DBS check and must be able to provide a minimum of two written references upon request.

The recruitment of new staff will be planned with the nursery management and out of a need within the nursery to fulfil the adult/child ratios. It is hoped that staff will remain at Bell House for significant periods of time, however we fully understand that staff move on for a variety of reasons and replacements will need to be made. The planning of these replacements will be planned carefully to ensure we maintain high quality provision and best working practises.

A closing date for applications will always be indicated, where applicable, in any advertisement. Further details of the post will always be made available to any potential applicant by contacting the nursery directly.

### **Suitability of Staff**

Paragraph 3.11 of the Statutory Framework for the Early Years Foundation Stage states that ***'Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.'***

At Bell House Nursery we ensure that we have received two references back for the staff prior to their start date and that their DBS has been verified by management.

### **Interview**

Any applicant considered to be a possible candidate will be invited for interview by either one or both of the nursery managers. They will be asked to bring along to the interview; a current CV (if not already provided), ID, copies of their childcare qualifications and any other relevant qualification certificates and the names of two professional, recent referees. Candidates will be required to fill out an application form.

During the interview, candidates will be asked questions about previous employment history and any disciplinary action, allegation or concerns about their suitability for employment. Any gaps in employment will need to be explained and verified. The management team expect interviewees to be able to provide in depth answers to questions and scenarios set, using examples from their own past experiences.

Candidates will be informed of the outcome of their interview as soon as possible after a recruitment decision has taken place. They will be given a specific deadline for this at the end of the interview. All candidates will be notified of the outcome of their interview first by telephone and then by means of an employment offer letter. Applicants who are not successful will be sent an appropriate letter as soon as possible.

### **Selection of Staff**

Successful candidates may be asked to attend a second interview where they will spend time with the children and where appropriate carry out an observation within the room which is suitable for a group of children of a nominated age group.

Successful candidates will be asked to provide proof of identification and residence including photographic evidence as part of their online DBS check.

Bell House Nursery operates as an equal opportunities employer and will always seek to appoint the best staff irrespective of age, disability, gender, race or religion. All contracts will be subject to satisfactory references and DBS checks being obtained. A formal job offer, including a contract stating terms & conditions will be issued to the candidate to sign and return to the office.

New staff will be given a conditional offer of employment, on the basis of a 'suitable to work with children' DBS and a probation period of 3/6 months. During the first month the staff follow a mentor programme where they learn all about the Bell House Nursery's procedures. Regular supervision meetings between the staff member and his/her supervisors will take place in order to assess the progress and suitability of the candidate to their role, on a permanent basis.

### **Staff Qualifications**

- All staff will be required to have suitable qualifications and training for the position offered or working towards achieving them via an approved training provider. Accepted qualifications will be in line with those specified by OFSTED.
- Supervisors will be qualified to NVQ level 3 or equivalent, Nursery Manager will be qualified to NVQ level 3 or equivalent, with a minimum of 2 years' experience.
- Staff are given opportunities for coaching and training, mutual support, continuous improvement, PDP, Performance managements and confidential discussion of sensitive issues, particularly concerning children's development or wellbeing.

- A full record of the qualifications and certificates held by each staff member will be recorded and kept in the staff CPD folders.
- We use a key person system to ensure that each child and each family has a particular member of staff for discussion and consultation
- We hold regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time
- We work towards offering [equality of opportunity](#) by using non-discriminatory procedures for staff recruitment and selection
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable
- All staff will participate in Safeguarding and Paediatric First Aid training including Epic pen training and in addition, will be expected to engage in the following training within their probation period:
  - Food Handling/Hygiene
  - Food Allergen
  - Fire Safety
  - Health and Safety
  - FGM
  - Prevent

In addition to the review upon completion of the 3 month probationary period, regular supervision meetings are carried out for every staff member, allowing them an opportunity to discuss any areas of concern or training needs they or their supervisors may have identified. Staff will be made aware of the Surrey workshops available to them and will be encouraged to attend any relevant to their needs and interests. Annual appraisals serve to consolidate this review process and give a general overview of the staff member's performance and personal effectiveness over the entire year.

**Reviewed by Clare Hayes and Tracy Cox**  
**Reviewed in September 2016**  
**Next review date September 2017**