

Mayday Playschool

Safer Recruitment Policy & Procedure

Policy Statement

Mayday Playschool recognises the need to meet the requirements of the EYFS for childcare in relation to safe recruitment. To achieve this, we will ensure all vacant job descriptions are reviewed and recruitment processes will be in accordance with our Equal Opportunities policy.

Advertisements will state that the position is subject to DBS enhanced checks and that the position is exempt from the Rehabilitation of Offender's Act 1974. This includes any convictions considered as "spent" under the Act.

In accordance with Equal Opportunities, a Curriculum Vitae and covering letter will not be accepted as part of the application process. All applicants will use an appropriate application form.

In line with the EYFS statutory requirements, applicants will only be sought from persons over the age of 17 years.

References will be sought and checked that they demonstrate the applicant's suitability for the position before they are invited to interview.

The interview process will ensure fair selection of the most appropriate candidate.

Each new member of staff will have a job description, a staff handbook, staff record sheet, (statement of particulars) and contract of employment.

Procedure

- A job application form will be sent to interested parties, on which full employment history, qualifications, references, and previous experience will be detailed. A job description and person specification will also be sent, which will outline the responsibilities of the role.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- Face to face interviews of potential candidates will take place where they will be required to bring proof of the identity and qualifications. The interview will explore a candidate's suitability for the post.
- Suitable references (a minimum of two, one of which is from the applicant's current or last employer) and health declaration checks. (if required) will also be sought prior to commencement of employment.
- All manual handling requirements are clearly identified during recruitment so that appropriate medical advice can be taken as part of pre-employment health screening.
- The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, they will not be left unsupervised with children within the nursery and a written risk assessment will be completed.
- Continued employment is subject to a satisfactory enhanced DBS disclosure.
- An employment contract will be agreed and completed for every new employee before starting.
- A written statement of employment particulars will be issued within 2 months of taking up the post.
- A full induction will be completed within the first week of employment, which will be documented.
- A performance review will take place at regular intervals during the specified probationary period to ensure they are settling into the team and meeting the requirements of post.

Updated 7-9-20 This policy was adopted at a meeting by Mayday Playschool
Signed on behalf of the setting by all members of staff.

This policy relates to the safeguarding & welfare requirements EYFS (suitable people)

