Little Disciples Childcare

Safer Recruitment Policy

"Caring for children, supporting parents, and sparking imaginations – where quality, affordability, and excitement meet!"

Document Title:	Safer Recruitment Policy
Owner:	Little Disciples Childcare
Approval Date:	January 2025
Next Review Date:	January 2026
Distribution List:	Committee, Management Team, Staff & Parents
Responsible Individual Signature:	
Person in Charge Signature:	

Version	Date	Changes Made	Author	Approved By	Next Review Date
1.0	September 2023	Initial Release for Provider changes	S. Gocher	A. Stephens	Annually – September 2024
2.0	January 2025	Policy Review	S. Gocher	A. Stephens	Annually – January 2026
2.1	January 2025	Minor amendments – Pg numbers and Document Control	S. Gocher	A. Stephens	Annually – January 2026

Policy Statement

At Little Disciples Childcare, we are committed to providing a seamless and cohesive approach to childcare across all our services. This policy and procedure apply equally to both our Nursery Plus provision and our Breakfast, Afterschool, and Holiday Club services. This integrated framework ensures consistent standards of care, safety, and quality across all aspects of our provision, fostering a supportive and nurturing environment for every child in our care

Introduction

At Little Disciples Childcare, 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 setting is also committed to providing a supportive working environment for all its members of staff. The setting recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment. Little Disciples Childcare management committee 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.

Recruitment Procedure

All prospective candidates will be asked to complete an application form containing questions about their previous employment and academic history along with supporting information.

Applicants will then be contacted either by email, letter, or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview.

Candidates that are invited along to an interview and asked to bring with them:

- Current driving licence, passport, and full birth certificate.
- A utility bill or statement, showing name and address within 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.
- Eligibility to work in the UK.
- Their criminal history (disclosing anything that will show up on a DBS)

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.

Where possible, references will be checked before the interviewing stage.

During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

Successful candidates will receive a letter stating their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check.

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 complete an induction programme.

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

New employees will undergo an induction period, during which time they will read the employee handbook, setting policies and procedures, and will be trained by a "mentor" who will introduce them to the way in which the setting operates.

Documents given to staff during their induction.

- Staff policy and procedure handbook (includes whistleblowing, code of conduct etc)
- New starter staff details form
- Personal information form
- P46 form if required.
- Health and safety declaration consent pack
- Employee disclosure form
- Fire drill procedure
- Security procedures
- Intimate caregiving procedures

All staff members will be invited to and attend an annual appraisal/performance review. Staff are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the setting.

Enhanced DBS checks

In accordance with the recommendations of the DFEs in "safeguarding children; safer recruitment and selection in education settings" the setting carried out several -pre-employment checks in respect of all prospective employees for all positions.

Due to the nature of the work, the setting will apply for Disclosure and Barring certificates from the Disclosure and Barring service (DBs). The setting will cover the cost of the first check. The setting 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 setting's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the setting 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 setting will not retain such information for longer than 6 months although the setting will keep a record of the date of the disclosure and the disclosure number which will be recorded on their personal information forms.