



## 1.12 Safer Recruitment Policy

### Policy Statement:

This policy describes the effective system in place at Brambles Pre School & Out of School Club to recruit staff, volunteers, students and parent/carer helpers. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat. This policy also covers the recruitment of ex-offenders, and is made available to all enhanced disclosure applicants at the outset of the recruitment process.

### Introduction:

Brambles Pre School & Out of School Club are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependents, age, disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

### Our effective recruitment procedure for paid employees:

- An enhanced disclosure is always carried out for any positions at Brambles Pre School & Out of School Club. All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by the Manager and copies will be made.
- Short-listed candidates are required to attend an interview. During the first interview one form of ID is to be seen and checked.
- If candidates are successful at their first interview, they will be invited back for a second. During the second interview, supervised time will be spent with the children.

### Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 3 original identity documents.
- Brambles Pre School & Out of School Club will pay for the DBS check to be carried out, however if the applicant does not complete his/her probationary period successfully, the full payment of the DBS check will be required to be repaid by the applicant. If the applicant leaves the setting within a year of their start date, 50% of the cost of the original DBS check will be required to be repaid by the applicant.

- A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- Both referees will be contacted, and references sought.
- A probationary period of six months is set.
- All staff are required to join the update service which is checked annually. A disclosure of criminal record and disqualification declaration for early year's settings is also completed annually, if the person is employed for more than a year.

### **Specific procedures relating to ex-offenders:**

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Brambles Pre School & Out of School Club to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those at Brambles Pre School & Out of School Club who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act.

At interview or in a separate discussion we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in an enhanced disclosure with the person seeking the position before withdrawing a conditional offer of employment.

### **Our effective recruitment procedure for volunteers:**

*(We class these as adults 18 and over)*

- All candidates are required to attend an interview; however, completing an application form is not necessary.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.
- An Enhanced Disclosure Barring Service (DBS) check is completed, which the volunteer may be asked to pay for. During this check we will ask for identity documentation (originals).
- A disclosure of criminal record and disqualification declaration for early year's settings is completed annually, if the person volunteers for more than a year.

### **Our effective recruitment procedure for students:**

*(We class these as up to the age of 18 years and are usually still at school or college wishing to complete Duke of Edinburgh volunteering or similar work experience)*

- All students are required to attend an interview.

- A reference from the school or college will be sought.
- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check (we do not accept portable DBS checks), which the student may be asked to pay for. During this check we will ask for identity documentation (originals).
- All students under 16 years old will require two references; one from their school or college and one personal reference

**Our effective recruitment procedure for regular parent/carers helpers:**

- All parent helpers who sign up by regularly coming into the setting (by which we mean at least once a week) and having contact with the children will be required to complete an Enhanced Disclosure Barring Service (DBS) check. During this check we will ask for identity documentation (original copies). The cost of this check will be met by the setting.
- Parents/carers who complete their co-op hours by less frequent visits to the setting will not be required to complete an Enhanced Disclosure Barring Service (DBS) check.
- A disclosure of criminal record and disqualification declaration form for early years' nurseries is completed annually if the parent continues to help at the nursery for more than a year.

**Brambles Pre School & Out of School Club will ensure:**

- A member of the management team has completed safer recruitment training and will update their training every 3 years.
- During probation periods, paid employees are given additional support to enable them to follow Brambles Pre School & Out of School Club's policies and procedures as set out in the staff induction document and Policy folder.
- Enhanced DBS check has come back with a suitable result. Brambles Pre School & Out of School Club complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Disclosure information is only used for the specific purpose for which it was requested. For example: suitability for working, either paid or voluntarily within the setting, and for which the applicant's full consent has been given. Brambles Pre School & Out of School Club undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Students, volunteers and parents/carers helpers are never left alone with the children
- No candidate is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, age, and offending background.
- The company called Online Disclosures will usually be used for all Enhanced Disclosure Barring Service (DBS) checks.

**Staff leaving Brambles Pre School & Out of School Club**

Every staff member who leaves the employment of Brambles Pre School & Out of School Club will be offered an exit interview/ questionnaire. This will be with a member of the Brambles Pre School & Out of School Club. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at Brambles Pre School & Out of School Club is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve Brambles Pre School & Out of School Club as an employer and give the staff a chance to offer feedback on their experience with us.

This policy was adopted by

Thorns Community Trust

On

24/08/2020

Signed on behalf of the provider

Updated August 2021

Name of signatory

Jonathan Wright

Role of signatory (e.g. chair, director or owner)

Chair