



Employment

Safer Recruitment

Policy Statement

Cricklade Pre-School Playgroup believes that parents have a right to expect that any person employed by us will be appropriately recruited in order to safeguard all children entrusted to us. To ensure the safety of the children in our care, we take measures to employ suitable people to work with children and young persons.

This policy is based on the guidance provided by the childcare Workforce Development Council.

Procedures

Cricklade Pre-School Playgroup will follow the following procedure when recruiting staff. The same procedure will be used for permanent, temporary and bank staff.

Before we advertise a post we will

- Ensure that the job description for the position is up to date and accurate.
- Ensure that the person specification for the position is fair and accurate.
- Ensure that all advertising is appropriate and contains the necessary information about the role, the timetable for the recruitment and that references and a CRB will be required.
- Ensure that a job application pack is prepared and that this includes information about the pre-school, the safeguarding policy, the position available including possible times of working, the job description and an application form.

Before we interview we will

- Ensure that each application received is scrutinised in a fair and systematic way in order to agree a shortlist for interview.
- Ensure that all shortlisted candidates receive the same letter of invitation to interview.

Before a candidate is selected we will

- Ensure that a face-to-face interview is conducted with all the shortlisted candidates. And that the interview is based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Ensure that the interview is conducted by a least 2 people. These should include at least one member of staff and one member of the committee.
- Ensure that all specific questions to gain required information about each candidate's suitability have been asked and that all relevant information is recorded for later reference.
- A candidates selection will be based on –
 - the interview
 - qualifications
 - employment history
 - references

Before we appoint a candidate, we will

- Follow up all references
- Ensure that the preferred candidate is informed that the offer of employment is conditional on receiving satisfactory information from all necessary checks
- Ensure that the offer of employment includes details of hours to be worked and pay.

Once an offer has been accepted and before employment starts

- A DBS enhanced check will be completed and the reply must be cleared

Further Guidance:

www.cwdcouncil.org.uk/safeguarding/safer-recruitment

The Early Years Foundation Stage Practice Guidance

Other useful Pre-school Learning Alliance publications

- The New Early Years Employee Handbook (2019)
- Recruiting Early Years Staff (2016)
- People Management in the Early Years (2016)