



Safer Recruitment policy

Statement of intent

All Organisations and individuals who work with children and young people, or are involved in providing services for them, have a duty to safeguard and promote their welfare. This is clearly stated in the publication "Working Together to Safeguard Children 2010". This will also be underpinned by inspection requirements imposed by regulators such as Ofsted, or as a condition of grant funding. Whatever the background, making sure that we do everything we can to prevent appointing people who may pose a risk to children is an essential part of safeguarding children.

Child's Play is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Method

When a vacancy arises at Child's Play we will:

- Follow the Surrey Early Years guide to the recruitment of staff (specific details can be found on their website).
- Follow the Statutory framework for the Early Years Foundation Stage.

We are an equal opportunities employer and actively promote a diverse workforce that values people for their differences. Throughout our recruitment process we will encourage applications from those with disabilities.

Prior to advertising any vacancy, we will re-assess our current documentation in case it needs updating. This may include:

- Updating Job Description
- Updating Job Specification
- Updating Employment Contract
- Updating interview questions

We will also agree:

- Date, time and place for interviews
- Who will chair the interview, who will be taking notes
- The assessment and marking system to be used

We may advertise on recruitment websites such as “Indeed”, as well as using personal networks. The advert will contain contact details for a named person who can be approached for an informal discussion, address, telephone number and email so people can contact us in the way that suits them best.

A safeguarding statement will be included in the advert informing applicants that an enhanced DBS and reference checks will be carried out on successful candidates and volunteers.

We will send out Application Packs to anyone who enquires about the vacancy. The pack will include:

- An Application Form
- Job Description
- Job Specification

Potential candidates may be invited into Child’s Play for an informal chat in the first instance.

A list of suitable candidates will then be drawn up. Confirmation letters will be sent to successful applicants inviting them to attend an interview. The letter will contain when, where and how long the interview will be, who will be on the interview panel and any other methods of assessment. We will advise the candidates what documents to bring and if they require any specific arrangements for interview.

The interview panel will consist of a minimum of two staff members (generally the two owners). A record of the interview will be kept. Candidates will be told at interview when they can expect a decision. After selection, candidates will be informed as quickly as possible, firstly by telephone or email and then a follow up letter confirming their appointment. Letters will state that appointment is **subject to satisfactory references and enhanced DBS checks**.

For successful and unsuccessful candidates, interview notes will be kept for a year. Due to Data Protection, unsuccessful candidates will be asked if they would like their application form, and other relevant documents returned, if not, these documents will be destroyed.

The successful candidate will be asked to supply two referees, qualifications (original certificates) and documentation for identity checks. All potential new employees will undergo enhanced DBS checks and will not be able to begin employment until suitable references and a satisfactory DBS check is received. Child’s Play will keep details of the enhanced DBS reference number, the date a disclosure was obtained and details of who obtained it.

References

References will be from the applicant’s current employer, training provider or education setting and must be completed by a senior person. We will not accept open references; references supplied by candidates; references from a family member.

We will obtain verification of the applicant’s most recent relevant period of employment where the applicant is not currently employed.

We will secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then we will ensure a reference is from their current employer, training provider or education setting.

We will ensure electronic references originate from a legitimate source.

We will contact referees to clarify content where information is vague or insufficient information is provided.

We will compare the information on the application form with that in the reference and take up any discrepancies with the applicant.

We will establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

When we are asked to provide references for previous employees we will respond in a timely manner and will ensure that the information we provide confirms whether we are satisfied with the applicant's suitability to work with children and will provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold.

Contract

A contract of employment containing the terms and conditions of employment will be sent to the new employee once an offer of employment has been accepted. This will include:

- Manager's name
- Employer's name
- The date when employment (and the period of continuous employment) began
- Pay and the intervals at which employee will be paid
- Hours of work
- Holiday entitlement
- Entitlement to sick leave, including any entitlement to sick pay
- Pensions and pension schemes
- Employer's entitlement to notice of termination
- Job title
- Where it is not permanent, the period for which employment is expected to continue or, if it is for a fixed term, the date when it will end
- Place of work

In addition, the new employee will be given details of disciplinary and grievance procedures, as well as a detailed job description and a copy of the staff Code of Conduct.

Employees will be expected to declare all convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at Child's Play). The contract will specify that employees will notify Child's Play if they are disqualified from working with children whilst employed by us.

All new staff members/students/volunteers will follow our Staff Induction Plan to raise awareness of operational issues, policies and procedures. A mentor will be assigned to each new staff member/student/volunteer to assist with this process.

Our Recruitment Policy will be:

- Reviewed on an annual basis
- Updated in accordance with legislation and guidance
- Be accessible and available at all times

This policy was adopted at a meeting of	<u>Child's Play Pre-school</u>	
Held on (date)	<u>03/09/13</u>	
Signed on behalf of the Proprietor	<u></u>	
Role of signatory	<u>owners</u>	
This policy was reviewed on	<u>04/11/25</u>	(date)
<i>continue as necessary</i>	<u></u>	(date)