



Name:	Date written:
Recruitment Policy	15/12/21
Written by:	Date of Review:
Emma Holmes	19/4/24
Policy Statement	
This policy is in place to ensure that our recruitment procedures are legal and safe	
Aims and Purpose	
<p>Young Friends Kindergarten is a unique place to work. We have a robust ethos built on the three pillars of sustainability. All employees are expected to uphold our ethos. We want the very best people to work with us at Young Friends and we must protect children and staff in our setting from people who may want to harm them, commit a criminal offence against them, behave in a way that indicates they may pose a risk of harm to children or who may not be suitable to work with children. Our safer recruitment policy is in place to help us deter, reject, or identify people who might abuse children.</p> <p>This policy covers the recruitment, selection, and pre-employment vetting of a potential employee. We employ people to care and educate children and this involves teaching and supervising, close contact, and intimate and personal care routines.</p> <p>We work closely with other organisations and agencies to ensure staff are suitable and can adhere to our policies and procedures, commit to our ethos, and understand their responsibilities under the EYFS. We gather all HR advice from The Early Years Alliance, and use this to inform our policies and procedures.</p>	
Applicability	
Staff	
Definition of Terms	
N/A	
Overview	
Law Advertising Job Vacancy Job Application Pack Shortlisting Interviewing Pre-employment Checks Offer of Employment Probationary Period Starting Work	
Procedures	
Law	

As employers, Young Friends Kindergarten understand that we must.....

- not discriminate because of:
 1. Age
 2. Disability
 3. Gender Reassignment
 4. Marriage & Civil Partnership
 5. Pregnancy & Maternity
 6. Race, Religion or Belief
 7. Sex and Sexual Orientation
- not employ someone who cannot legally work in the U.K
- request a DBS check and only consider 'unspent' convictions
- ensure the recruitment process is systematic and fair

Advertising Job Vacancy

Our job vacancy descriptions differ with each role, but they all have a consistent format. Each description will outline the essential and desirable criteria for the role.

Our job vacancy descriptions outline:

- How to apply
- Who to contact
- How to obtain an application pack
- How the application will be processed
- Safeguarding statement.

Job Application Pack

Our Job Application Pack is sent to everyone who applies for a role at Young Friends Kindergarten. It includes:

- Introduction to Young Friends
- Safeguarding statement
- Young Friends application form
- Job description/Role profile
- Outline of the selection process and how to apply
- Latest newsletter
- List of pre-employment checks we will carry out

Shortlisting

All applicants who fill in our application form will be given a chance to interview, if the essential criteria for the role is met. If, in the unusual event we have more than 10 successful applications we will shortlist for interview using our Candidate Shortlisting Form, where they must score over 12 to move forward.

Interviewing

- Before the interviews, questions will be set against the role profile. Each applicant will be asked the same set of questions.
- If the applicant has moved successfully on to the next stage, they will be notified with an invitation to come in for an interview.

- The date, time and format of the day will be explained in an email. If they need us to make any adjustments e.g. for disabilities, this should be done beforehand.
- They will be asked to bring along pre-employment checks (right to work, passport, certificates, DBS)
- They will be interviewed by at least two people and answers will be discussed by the interviewers and graded. We will not make our decision until we have seen all candidates.

The Decision

Our final decision will be informed by:

- Criteria – how the candidate both meets the essential criteria and answers the interview questions. This will include qualifications, experience and any other requirements needed to perform the specific role. The candidate must reach a score of at least 22 on the interview question sheet before they can be considered for the role.
- Testing – the applicant’s suitability to work with children and fulfil the requirements of the role will be tested and assessed during the trial process or a written exercise (e.g. a short, written safeguarding scenario).
- Anomalies – if the applicant is shortlisted, any discrepancies or anomalies in the information they have provided will be taken up at the interview.
- Verification – if shortlisted a criminal record check will be obtained via the Disclosure and Barring Service (DBS) formally the Criminal Records Bureau [DBS](https://www.db.gov.uk) [CRSC \(crbonline.gov.uk\)](https://www.crb.gov.uk) if person is on the updating service.

Pre-employment Checks

• Identity

Verification of the person’s identity is essential. The person’s identity should be checked at interview against photo ID, for example a passport, birth certificate or driving licence. This applies to volunteers as well as paid staff. Identity checks must be made to ensure that the applicant is who they say they are. Unsuitable people may try to use a false identity to prevent their background from being uncovered. It is also important to make sure that the same person who applies attends interview and starts the role

• Medical questionnaire

Verification of the applicant’s medical fitness, including physical and mental can be obtained through a declaration made by the applicant or by a medical assessment. This cannot be done prior to appointing the successful candidate. The Equality Act 2010 includes a provision which makes it unlawful, except in certain circumstances, for employers to ask about a candidate’s health before offering them work.

• Right To Work

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ somebody who does not have permission to live or to work in the United Kingdom. It is therefore vital to check a new employee’s entitlement to work and live in the UK. This should be done at interview by asking to see one of the following documents. To avoid unfair discrimination you should ask ALL the candidates you invite to interview to bring one of the following along with them.....

- A P45 or P60 from a former employer

- A document showing their national insurance number, such as a payslip. A passport confirming they are a British citizen.
- A passport or ID card confirming they are a citizen of the European Economic Area (which is EU countries plus Iceland, Norway and Liechtenstein).
- A birth certificate issued in the UK or Republic of Ireland.
- Evidence from the Home Office confirming their right to live in the UK and take up employment

● DBS

The DBS searches police records and in relevant cases, barred list information. It then issues a DBS certificate to the applicant and the employer to help them make an informed recruitment decision. An enhanced DBS disclosure must be completed on every new employee. This will confirm the declaration / disclosure about the criminal background made by the applicant. Without the completion of this check the new employee must not be given unsupervised access to children in the setting. This applies to volunteers as well as paid staff. We keep records of DBS clearances for every staff member including the certificate number and date of issue. It is not a requirement to keep the original or hold copies of certificates as these belong to the individuals. The certificate number will suffice. We will re-check every employee's status through the DBS updating service every year before appraisals. If staff are not on the updating service, we will apply for a new DBS every 5 years. If a new member of staff leaves within 6 months of their DBS application the cost of the DBS will be deducted from their last payslip. Staff are asked to sign a new suitability document every year, during the appraisal process.

● References (x2)

A minimum of two references should be obtained. One must be the current or most recent employer. If the applicant is not currently working with children but has done so in the past it is highly recommended that an additional reference from the most recent employer where the candidate worked with children is obtained. Relatives and friends should not be used as referees as they are unlikely to be objective and there is no way of verifying the accuracy of their information. It is important that the kind of information to be requested from referees is also made clear to the applicants themselves.

● Staff Suitability

Under the Exceptions Order to the Rehabilitation of Offenders Act 1974 employers are entitled to ask applicants of paid or voluntary work with children to disclose any criminal record they may have. The Staff Suitability Form asks applicants to provide details of any convictions, cautions or bind-overs they have accrued, including details of any that would be regarded as spent under the Rehabilitation of Offenders Act in other circumstances

● Certificates and Qualifications

Verification of qualifications is an important safeguard to help verify the suitability of an applicant. They can help to identify unqualified applicants or those who have provided false information. Where qualifications are required for the job it is important to ensure that individuals meet the requirements of the professional regulatory body. Original or certified copies of any qualification or training must be seen and copied. This should be done at interview and verified with the

awarding body. Checks can also be made to ensure the applicant is registered with a professional body where appropriate.

All above checks have relevant forms which can be found in the Recruitment File on the OneDrive, under Pre-Employment Checks. When each document has been verified by management it will be scanned or photocopied. It will then go in the employee's file on the nursery's password protected OneDrive.

Offer of Employment

- All job offers will be conditional, subject to pre-employment checks and references.
- All reasons for not offering a candidate a role will be lawful e.g. not having appropriate qualifications or experience as opposed to making a judgement on age or ethnicity.
- All unsuccessful candidates will be contacted with some concise feedback.
- Unsuccessful candidates' info will be kept on file for 6 months.
- Successful candidates will be informed by email. The offer letter will include:
 - Job title
 - Proposed start date
 - Pay details
 - Information about benefits (holidays, pensions etc)
 - Normal hours of work
 - Information about probationary period and induction
- Contract of employment will be issued within three months of start date, after the probation period finishes.

Starting Work

- A new employee's first day will be in the office, concentrating on induction and not with the children. They will complete a First Day Checklist with Emma or Jes.
- The start week is carefully planned so that the new staff member feels welcomed and has a sense of belonging. The DBS status is followed up. No new staff member will be left alone with children until they have passed their probationary period and an enhanced DBS is in place. The new staff member will join and pay for the Update Service, this is in their best interests. Permission to check the person on the Update Service and at regular intervals is sought and granted.
- A starting point supervision is jointly undertaken with the manager and pod lead to ascertain levels of competency and identify immediate areas for CPD
- Induction is clarified and on-going.
- All new staff must read the core policies
- Core training is started, local websites for safeguarding are referred to and any questions about our safeguarding, child protection and supervision policies are answered
- Leaders provide support and advice and monitors buddy relationship
- Probationary period is planned for and culminates in a supervision by the manager and the deputy.
- A successful probationary period results in a contract and clear actions and recommendations on the supervision form for deputy and manager to monitor.

Probationary Period

- Probation: Young Friends Kindergarten probation period is 3mths and management reserve the right to extend. After this time the new employee will be invited to sign a contract.
- Induction: Young Friends Kindergarten's induction period is 3mths. Our induction is to ensure new staff and existing staff in new roles are clear and confident of the expectations and knowledge needed. We have a specific induction process that we follow which gives the employee time to absorb the details and expectations of the role. It includes general Health & Safety, specifically fire alarms and exits, an overview of risk assessments and dynamic risk assessing, job specific duties, and (when relevant) a tour of the nursery, policies, and employee handbook,
- Review: After 6 weeks the new employee will be invited to a review meeting. Their performance so far will be assessed and documented, any training needs will be identified, ensure they feel supported and any concerns documented and actioned.
- Probationary period is either passed, not passed with contract terminated or extended. The employee will be invited to an end of induction meeting where feedback will be given, contracts will be signed and, if necessary the induction will be extended and a support plan put in place.

External Links and Organisations

Atlantic Data (DBS Service): [Disclosures.co.uk](https://disclosures.co.uk)

DBS Updating Service: [DBS CRSC \(crbonline.gov.uk\)](https://crbonline.gov.uk)

An employer's guide to right to work checks: 17 January 2022 (accessible version): [An employer's guide to right to work checks: 17 January 2022 \(accessible version\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/103212/An-employer-s-guide-to-right-to-work-checks-17-January-2022-accessible-version.pdf)

ACAS: [Acas | Making working life better for everyone in Britain](https://www.acas.org/)

Early Years Alliance: [early years alliance | \(eyalliance.org.uk\)](https://www.evalliance.org.uk/)

Relevant Policies and Documents

Safeguarding Children

Staff Code of Conduct

GDPR

Authorisation

Signature:

A handwritten signature in black ink, appearing to read 'Louise Lloyd-Evans', written in a cursive style.

Louise Lloyd-Evans
Owner and Director

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