

Safer Recruitment

Applicants for positions within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and involve working with children. Guidance and procedures have been taken from 'Norfolk County Council Safeguarding in Early Years and Childcare' document. Candidates are informed of the need to carry out checks before posts can be confirmed. Procedure for recruiting new staff:

- Post will be advertised externally.
- Successful applicants will be interviewed by the supervisor and the chair of the management committee.
- A verbal offer of a job is made which is confirmed by a letter.
- Two written references will be requested and an employment history will be taken.
- All staff members will be checked by the Disclosure and Barring Service (DBS).
- All job offers will be subject to satisfactory references, DBS checks and an 8 week probationary period.
- New staff will not be able to start until the vetting process is completed satisfactorily.

Procedure for introduction of new staff:

- All new members of staff will be given a staff induction, covering a tour of the pre-school, all fire exits, fire equipment, fire evacuation procedure and location of first aid boxes will be shown to them and explained. Safeguarding procedures will be explained in detail.
- New members of staff will be shown the policies of the pre-school and asked to read them and sign to indicate agreement.
- Conditions of employment will be discussed: working hours, pay, holidays and procedures to follow in the event of illness.
- All candidates will be asked the following question: Do you know of any medical reasons or legal reasons why you should not work with children?

All staff have an annual review of performance and will be asked the following question: During your interview you were asked if you knew of any medical reasons or legal reasons why you should not work with the children. You answered no to these questions. You are contractually obliged to advise us if your circumstances change and therefore your response to these questions.

Staff Training

Staff are required to attend all mandatory training courses and are encouraged to attend other courses that the setting deems necessary.

Student placements/volunteers

- We require students on qualification courses/volunteers to meet the 'suitable person' requirements of Ofsted.
- We supervise students/volunteers at all times and do not allow them to have unsupervised access to children.
- Students undertaking qualification courses/volunteers who are placed in our setting on a short term basis are not counted in our staffing ratios.

- Trainee staff employed by the setting may be included in the ratios if they are deemed competent.
- We take out employers' liability insurance and public liability insurance, which covers both trainees and volunteers.
- We require students/volunteers to keep to our confidentiality policy.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and our policies and procedures.

Links to other relevant policies:

- Safeguarding policy

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	