

Rainbow Pre-school

Rainbow Pre-school Spirit



Staffing and Employment including Safer Recruitment

Policy statement

We provide a staffing ratio in line with the welfare requirements of the Revised Early Years Foundation Stage (2018) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and we carry out Disclosure and Barring checks (DBS) for criminal offences and convictions through UKCRB. Any new staff members will not be permitted to start before their references and DBS checks have been received. We are registered with UKCRB Vetting Service.

Procedures

Ratios

To meet this aim, where possible we try to provide a ratio that exceeds those prescribed by Ofsted, however there may be occasions when this is not possible due to staff absences. When we are unable to offer our preferred adult: child ratio, Ofsted's minimum requirement will be met.

- Children 2 years of age – 1 adult to 4 children. (1:4) Ofsted minimum requirement is (1:4)
- Children 3 – 4 years of age – 1 adult to 6 children (1:6, where possible) Otherwise, Ofsted minimum requirement (1:8) applies.
- 4 staff/adults on duty at any one time (a minimum of 2 staff, if one member of staff is a Manager/Deputy Manager/Room Leader, within the playroom can apply)

Recruitment

- The purpose of this policy is to set out the requirements of a recruitment process that aims to 'recruit safely':
 - Attract the best possible applicants to vacancies
 - Deter prospective applicants who are unsuitable to work with children or young people
 - Identify, reject and prevent applicants who are unsuitable to work with children or young people
- The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education 2019 and the pre-school's Equality & Diversity Policy.
- We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Equality & Diversity Policy.

- We will comply with the requirements of DfE Keeping Children Safe in Education 2019. We ensure that the pre-school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with the Department for Education guidance and legal requirements. We will monitor the pre-school's compliance with them, and ensure that appropriate staff have completed Safer Recruitment training.
- The Managers will ensure that the pre-school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance.
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment.
- All staff have job descriptions, which set out their staff roles and responsibilities.
- All staff have access to a comprehensive staff handbook provided by 'Natwest - Mentor'.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and Disclosure and Barring record checks (DBS) through UKCRB for staff and volunteers who have access to children. This is in accordance with the requirements under the Safeguarding Vulnerable Groups Act 2006 for the Vetting and Barring scheme and Safeguarding Children and Safer Recruitment in Education, DfE. Since September 2013 the DBS certificate has become the property of the individual. Rainbow Pre-school will pay for an initial DBS on the proviso that the individual will register and pay for the update service within 14 days of receiving their certificate.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

Safer Recruitment & Selection Policy

- Ensure that all appropriate checks have been carried out on staff and volunteers in the pre-school
- Monitor any contractors and agencies compliance with this document
- Promote the safety and wellbeing of children and young people at every stage of this process

Delegation of Appointments & Constitution of Selection Panel

- The Company Director delegates the power to offer employment for all posts to the pre-school Management. The Managers may not delegate the power to offer employment to other staff. The Managers will aim to involve at least one senior Manager in the appointment of all Early Years Practitioners and also in the appointment of other posts, where possible.
- Selection panels will comprise a minimum of two people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment training.

Advertising

- All vacant posts will be advertised to ensure equality of opportunity and to encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably

qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

- All advertisements for posts, paid or unpaid, will include the following statements:

"Rainbow Pre-school Southampton Ltd is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment"

"The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references and provide proof that they are eligible to work in the UK"

Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs alone will not be accepted)
- A description of the pre-school, relevant to the vacant post
- Reference to the pre-school's policy on Equality & Diversity
- Reference to the Safeguarding Policy, Staff and Recruitment Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary.
- The closing date for the receipt of applications.

Prospective applicants must complete, in full, and return a signed application form. We do not accept incomplete application forms. Candidates submitting an application form completed online will be asked to sign the form if invited to interview.

Shortlisting & Reference Requests

- The selection panel will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.
- At least two references, one of which must be from the candidate's current/most recent employer, will be taken up before interview, so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees.
- References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges, this may include contacting all previous employers.
- If a candidate is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

References

Reference requests made by Rainbow Pre-school Southampton Limited will ask the referee to confirm, in writing:

- The referee's relationship to the candidate

- Details of the candidate's current post
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

Reference requests by external companies; our policy is to only confirm employment dates and the position held. It is the responsibility of any future employers to check the suitability of any candidate including safer recruitment checks.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

- References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. Where applicable, references must be from Managers, not other roles such as room leaders or Deputy Managers. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.
- If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

- Before the interviews, the selection panel will agree on the interview format.
- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates invited to interview will receive:
 - A letter confirming the interview and any other selection techniques
 - Details of the interview day including details of the panel members
 - Details of any tasks to be undertaken as part of the interview process
 - The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To declare any conflict of interest situations, i.e. babysitting children attending Rainbow Pre-school, or any other work in the field of childcare whilst intending to work for Rainbow Pre-school
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people
- To declare any information that is likely to appear on a DBS disclosure

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-Appointment Checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked to complete an online Health Declaration Form from Occupational Health UK, with relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- Verify professional qualifications (original certificates), as appropriate

All checks will be:

- Documented and retained on the personnel file
- Recorded on the pre-school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

Offer of Employment by the Selection Panel

- The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references.
- The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment and for 6 years after leaving the employment, with the pre-school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance
- Evidence of DBS clearance, Barred List (where applicable)
- Offer of employment letter and signed contract of employment

Start of Employment and Induction

- The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List
- All new employees will be provided with an induction programme which will cover all relevant matters of pre-school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

Adults working with children who are not employed directly by the school

Supply Staff

- We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at pre-school.

Peripatetic staff

- We use staff employed by Simply Supplies who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Volunteers

- We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips / events) are supervised, in accordance with legislation.

Students on Placement / Work Experience

- When volunteers are working in pre-school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will

carry out identity checks when the student arrives at pre-school.

Contractors and SCC Support Staff

- We ensure that contractors, development workers etc. or any employee of the contractor, development worker etc. working at the pre-school have been subject to the appropriate level of DBS check, if any such check is required.
- Contractors, development workers etc. and their employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.
- If a contractor etc. working at pre-school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- We will check the identity of contractors and their staff on arrival at the pre-school

Staffing

- We use a Key Person system to ensure that each child has a named member of staff whom they form a relationship with and who plan with parents for the child's wellbeing and development in the setting.
- We hold staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

Changes to staff

We inform Ofsted of any changes in the person responsible for our pre-school.

Training and Staff Development

- We provide regular in service training to all staff, whether paid or volunteers. Staff are actively encouraged to access this. Training opportunities for staff will be ongoing and monitored and financed where possible.
- Our setting budget allocates resources to training.
- We provide staff induction in the first two weeks of employment. This induction includes our policies and procedures.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Managing staff absences and contingency plans for emergencies

- Our staff take their holidays when the setting is closed. Where staff may need to take time off any reason other than sick leave or training, this is agreed with the manager with sufficient notice.
- Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
- Sick leave is monitored and action is taken where necessary in accordance with the contract of employment and pre-school policies.
- We have contingency plans to cover staff absences.

This policy was adapted at a meeting held at Rainbow Pre-school in March 2020.

Signed on behalf of Rainbow Pre-school:

Rainbow Pre-school, c/o Wordsworth Primary School, Victor Street, Shirley, Southampton, SO15 5LH
Telephone (023) 80701601

.....
.....
.....

Policy review date: March 2021