**Safer Recruitment Policy and Procedures**

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**Introduction**

At The Little Bumblebee Nursery, we are committed to ensuring the safety and well-being of every child entrusted to our care. This Safer Recruitment Policy and Procedures document outlines our dedication to employing rigorous recruitment practices that prioritize the protection of children and maintain a secure environment within our nursery.

* Purpose

The purpose of this policy is to establish clear guidelines and procedures for the recruitment and selection of staff, volunteers, and other individuals involved in nursery operations. It aims to ensure that all personnel working with children uphold the highest standards of integrity, professionalism, and suitability for their roles.

* Scope

This policy applies to all aspects of the recruitment process, encompassing advertising, application, shortlisting, interviewing, reference checks, and final selection. It is applicable to all staff, volunteers, and individuals engaging in regulated activity within the nursery setting.

* Relevant legislation and guidance
* Keeping Children Safe in Education (KCSIE)
* Disclosure and Barring Service (DBS) Code of Practice
* Children Act 1989 and 2004

**Safer Recruitment Expectations**

* For All Nursery Staff, Students and Volunteers

*Transparent Process:*

* Maintain transparency in the recruitment process, providing clear information to candidates about expectations and requirements.

*Professional Conduct:*

* Uphold a high standard of professional conduct at all times.
* Demonstrate respect and consideration for colleagues, children, and families.

*Adherence to Policies:*

* Familiarize yourself with and adhere to all nursery policies, including the Safer Recruitment Policy.
* Seek clarification if any policy is unclear.

*Equality and Diversity:*

* Promote equality and diversity, ensuring fair and unbiased recruitment practices.

*Child Safety:*

* Prioritize the safety and well-being of children in all interactions.
* Report any concerns regarding child safety promptly to the designated authority.

*Confidentiality:*

* Maintain strict confidentiality regarding sensitive information related to children, families, and colleagues.
* Adhere to the nursery's confidentiality policy.

*Thorough Vetting:*

* Conduct thorough background checks, including enhanced DBS (Disclosure and Barring Service) checks, for all personnel involved in regulated activity.

*Collaboration and Communication:*

* Foster a collaborative and communicative environment within the nursery.
* Report any issues or concerns promptly and through appropriate channels.

*Professional Development:*

* Engage in continuous professional development to enhance skills and knowledge.
* Attend relevant training sessions as required by the nursery.

*Compliance with Legislation:*

* Stay informed about and comply with relevant legislation and guidelines related to the nursery's operations.
* Seek guidance if unsure about compliance requirements.

*Training and Awareness:*

* Provide training to recruitment personnel to enhance their awareness of safeguarding issues and the importance of vigilant recruitment practices.

*Respectful Workplace:*

* Contribute to maintaining a respectful and inclusive workplace.
* Refrain from engaging in any form of discrimination, harassment, or bullying.

*Health and Safety:*

* Follow health and safety protocols to ensure a secure environment for all.
* Report any hazards or unsafe conditions promptly.

*Report of Concerns:*

* Report any concerns related to the conduct of colleagues or any potential safeguarding issues.
* Cooperate fully with any investigations or inquiries.
* Compliance and Disciplinary Measures
* *Adherence to Policy:* All nursery staff, students, and volunteers are expected to adhere strictly to the Safer Recruitment Policy and related procedures.
* *Training Requirements:* Failure to complete mandatory training on safer recruitment practices may result in disciplinary action.
* *Policy Violations:* Any violations of the Safer Recruitment Policy, including failure to follow proper recruitment procedures, will be subject to investigation.
* *Immediate Action:* Serious breaches of the policy may result in immediate suspension pending a thorough investigation.
* *Investigation Process:* Allegations of non-compliance or policy violations will be investigated promptly and impartially.
* *Disciplinary Measures:* Disciplinary measures may range from verbal warnings to written warnings, suspension, and, in severe cases, termination of employment or association with the nursery.
* *Appeals Process:* Staff, students, or volunteers have the right to appeal any disciplinary decisions. A fair and transparent appeals process will be in place.
* *Record Keeping:* Details of disciplinary actions will be recorded in the individual's personnel file, and the records will be kept in accordance with data protection regulations.
* *Training and Education:* Non-compliance may also trigger additional training or education requirements to ensure understanding and future compliance.
* *Reporting to Authorities:* In cases where violations may involve criminal activity, appropriate authorities will be notified.
* *Continuous Improvement:* The nursery will regularly review its disciplinary measures to ensure effectiveness and fairness.
* *Confidentiality:* The disciplinary process will be conducted with utmost confidentiality, in line with the nursery's confidentiality policy.
* For The Nursery Manager

*Leadership and Guidance:*

* Provide effective leadership and guidance to ensure the smooth operation of the nursery.
* Foster a positive and inclusive workplace culture.

*Policy Implementation:*

* Ensure the consistent implementation of all nursery policies, including the Safer Recruitment Policy.
* Communicate policy updates and changes to the team.

*Recruitment Procedures:*

* Oversee and ensure adherence to the safer recruitment procedures outlined in the policy.
* Conduct thorough background checks for all staff, volunteers, and students.

*Training and Development:*

* Facilitate ongoing training and development opportunities for staff on safeguarding and recruitment practices.
* Stay informed about industry best practices and incorporate them into the nursery's processes.

*Monitoring and Reporting:*

* Regularly monitor and review recruitment practices to identify areas for improvement.
* Report any concerns or irregularities in the recruitment process promptly.

*Child Protection Oversight:*

* Act as the designated safeguarding lead, overseeing child protection matters within the nursery.
* Ensure that all staff are aware of their responsibilities regarding child protection.

*Communication Channels:*

* Establish effective communication channels with staff, parents, and relevant authorities regarding safeguarding and recruitment issues.
* Encourage an open-door policy for staff to express concerns.

*Compliance and Audit:*

* Ensure compliance with all relevant legislation, guidelines, and standards.
* Conduct regular audits to assess the effectiveness of the safer recruitment procedures.

*Record Keeping:*

* Maintain accurate and up-to-date records related to recruitment and safeguarding.
* Safeguard sensitive information in accordance with the nursery's confidentiality policy.

*Responding to Concerns:*

* Promptly address and investigate any concerns raised by staff or parents regarding safeguarding or recruitment.
* Take appropriate disciplinary action if necessary.

**Processes and Procedures**

* *Application Screening:* All applications will be screened meticulously to ensure completeness and accuracy of information.
* *Shortlisting:* Shortlisting criteria will be clearly defined, and shortlisting will be carried out objectively based on these criteria.
* *Interview Process:*
	+ Standardized interview questions will be used to assess candidates consistently.
	+ Interview panels will consist of at least two members.
* *Documentation Verification:* All relevant documentation, such as proof of identity, qualifications, and employment history, will be verified prior to confirmation.
* *References:* Comprehensive reference checks will be conducted for all prospective employees, students, and volunteers.
* *DBS Checks:* All staff, students, and volunteers will undergo an appropriate level of Disclosure and Barring Service (DBS) check before starting their role.
* *Induction:* A thorough induction process will be provided to new staff, students, and volunteers, outlining policies, procedures, and expectations.
* *Probation Period:* New employees will undergo a probationary period during which their performance will be closely monitored.
* *Continuous Training:* Regular training sessions on safer recruitment practices will be provided to all relevant individuals to ensure ongoing compliance.
* *Record Keeping:* Detailed records of the recruitment process, including application forms, interview notes, and reference checks, will be maintained securely.
* *Feedback Mechanism:* A system for collecting feedback on the recruitment process will be in place, allowing for continuous improvement.
* *Reporting Concerns:* Any concerns or suspicions regarding an applicant's suitability for the role will be reported promptly to the designated safeguarding lead.
* *Regular Review:* The recruitment processes and procedures will be regularly reviewed to align with best practices and legal requirements.

**Policy management and review**

* The Little Bumblebee will review this policy annually. In cases of relevant legal or procedural changes, we will review this policy accordingly. The policy should be made available on the Nursery website, with paper copies provided by the Nursery upon request.
* The policy should be approved, signed and dated and the date for review noted.
* The policy should be provided to and followed by all staff and volunteers.

This policy statement was adopted on 01/01/2023.

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| Reviewed By: Mojdeh Najafpoor | Date: 01/01/2024 |
| Signed:A handwritten oval shape with a black line  Description automatically generated with medium confidence | Next Review Date: 01/01/2025 |