

THE OLD SCHOOL HOUSE NURSERY TENTERDEN

SAFER RECRUITMENT POLICY STATEMENT:

Policy rewritten by: Fiona Brissenden July 2018

Purpose of this policy:

TOSH is committed to safeguarding and promoting the welfare of children at the setting and expects that all staff / students and volunteers to share this commitment. The policy has been developed to embed safer recruitment practices and procedures throughout the setting.

Legislation: Children's act 1989, Rehabilitation of offenders Act 1974, Working Together to Safeguard Children 2013.

TOSH management will ensure that every reasonable step is taken to ensure that no person is appointed to the TOSH team who is unsuitable to do so, or who does not have necessary and suitable skills to enable them to do so.

The nursery upholds its obligations under law to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Posts at TOSH are exempt from the Rehabilitation of Offenders act 1974,.

TOSH will ensure that all applicants are fairly treated and that those who have been convicted are given every opportunity to establish suitability for positions as advertised. Having a criminal record will not necessarily be a bar to obtaining a position.

TOSH keeps records of recruitment and vetting checks in individual personnel file, but also holds a single central record of CRB checks and qualification records.

Procedure for recruitment:

All advertisements for posts at TOSH, paid or unpaid, will include the following statement:

"The Old School House Nursery is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced Check. "

All applicants will receive a pack containing:

Job description and personal specification

Copy of the safer recruitment policy

Details about interview dates and selection procedure.

An application form.

An application form must be completed on every occasion and a C.V. will not be accepted in it's place.

References will be sought for all applicants when possible, prior to them taking up their position at TOSH - if references have not been received, then applicants will be under direct supervision of senior room leaders at all times.

Verbal references will be accepted, particularly in relation to candidates who are recommended from local school or colleges and any who are known to the Principal personally.

Induction:

All staff and volunteers who are new to TOSH will receive information on our Safeguarding Policy and procedures and guidance on safe working practices as part of their induction training.

During employment: Regular supervision meetings will be held between individual team members and their supervisor to promote and continue a culture which safeguards both children and adults at TOSH.

Training

The daily experience of children in early years settings and the overall quality of provision depends on practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

All staff will follow a robust and transparent Induction process (see separate induction policy) which includes information about their roles and responsibilities, information about emergency evacuation procedures, safeguarding, child protection, TOSH's equality policy and health and safety issues.

All staff will be provided with regular half termly supervision meetings with the setting leaders - Fiona Brissenden .

Supervision will provide the opportunity to:

discuss any issues, particularly concerning children's development or well-being.

Identify solutions to address issues as they arise and to receive coaching to improve personal effectiveness.

ALTHOUGH REGULAR SUPERVISION MEETINGS WILL BE PROVIDED FOR ALL TOSH TEAM MEMBERS, IT IS THE RESPONSIBILITY OF EACH TEAM MEMBER TO TAKE AVANTAGE OF FIONA BRISSENDEN'S OPEN DOOR POLICY AND TO MAKE ARRANGEMENTS TO SPEAK WITH HER IMMEDIATELY SHOULD ANY MATTERS OF CONCERN ARISE OF IF THEY HAVE ANY PERSONALS CONCERNS OR NEEDS - they should not wait until the scheduled supervision meeting if they have requirements at any other time.

At TOSH it is preferred that all practitioners hold a full and relevant level III qualification and all staff will be supported to achieve this. This requirement is higher than the required standard of training required by the Statutory Framework and reflects the high standards required by the Leaders and Management at TOSH.

All staff will be encouraged and supported in the continued Professional Development and will be encouraged to continue to unertake further training opportunities. Regular formal staff appraisals will be used to identify training needs / interests.

Please remain aware of the settings Baby Sitting Policy - which concludes that it is best practice for staff who currently work at TOSH - NOT to baby sit for families whose children attend the setting.

Please also be aware - **and make sure you tell families if it is applicable**, that TOSH terms and conditions which are publically available on our website state:

If a member of staff leaves the employment of TOSH and then goes to work for a family associated with nursery, within three months of leaving TOSH - then TOSH will be entitled to recruitment commission of 20% of the member of staff's final salary here at TOSH.