

Suitable Person and Recruitment Policy

Rationale

All adults working at Peasmarsh Flying Start Pre-School are committed to providing high-quality care for the children. Our primary concern is the safety and welfare of the children and every member of staff is suitable for his or her role and responsibilities.

We are vigilant in our recruitment procedures aiming to ensure that all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

Implementation of the policy in Peasmarsh Flying Start Pre-School

The supervisor must ensure that:

- Parents are aware of the policy for recruiting suitable persons for Peasmarsh Flying Start Pre-School.
- All the adults who care for the children understand the National Standards relating to Full Day Care.
- Any adults providing care have childcare qualifications and experience relevant to their roles within the Pre-School.
- Staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in childcare.
- Our Pre-School budget includes an allocation towards training costs. Adults employed to work in the Pre-School are vetted for their suitability to work with children in accordance with the Protection of Children Act and the DfE requirements.
- A member of staff will accompany any adults who have not been checked at all times. This includes all visitors, suppliers and entertainers. Students and volunteers working in the Pre-School will be supervised at all times. Any regular students and volunteers need to have an enhanced disclosure.
- All adults working in the Pre-School are physically and mentally fit to care for children.
- The care provided for the children in the Pre-School is consistent, safe and meets the particular needs of individuals.

The Supervisor:

- Holds a relevant childcare qualification (N.V.Q level 3.), which enables him or her to carry out the role competently.

- Is responsible for the everyday management of the Pre-School and meets the requirements.
- Ensures that all staff, students and volunteers are aware of the code of conduct for the Pre-School and that they behave in accordance with it.

Recruiting suitable staff

Recruitment

- When recruiting suitable staff, we advertise the position(s) in local press and to parents. We use reputable newspapers, websites and the local job centre to advertise the vacancy.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures including an enhanced DBS check, and at least two independent references for each new employee.
- We draw up a job description, which details the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- We ask applicants to complete an application form, giving details of their qualifications, and experience, in childcare.
- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- We hold interviews for the shortlisted applicants. The interview panel is to consist of The Supervisor, the Deputy Supervisor, and one committee member. The Supervisor and Deputy Supervisor will both sit on the interview panel and both are involved in the overall decision making.
- All shortlisted candidates receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview.
- At the start of the interview, all candidates' identities are checked using, for example, their passport and / or photo card driving licence. All candidates will be required to prove that they are eligible to work in the UK.
- We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (**not photocopies**).
- We ask applicants to provide (3) referees who can confirm their recent experience of working with children. These referees will be contacted before any interview takes place.

Through the interview process

- All candidates reaching the interview stage are questioned using the same set of criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's

development and their understanding of the legal frameworks applied to childcare and used in the Pre-School. The questions will be value-based and will ensure the candidate has the same values as the Pre-School as regards the safety and welfare of the children in their care.

- Candidates will be given a score for their answers including a score for their individual experience and qualifications.
- We check that applicants know and understand the requirements of the Statutory Framework for the Early Years Foundation Stage, taking into account the role and responsibilities of the post.
- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.
- Each shortlisted candidate will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the Pre-School interacting with the children, staff and where appropriate parents.
- The Supervisor and Deputy Supervisor will select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the Pre-School.

Offers

- Once we have chosen a successful candidate we send the prospective member of staff a written offer for the position.
- Each candidate will receive communication from the Pre-School stating whether they have been successful or not.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor AND a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file.
- We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of:
Disclosure and Barring Service (DBS)
Protection of Children Act list.
- All new starters will be subject to a DBS check whether they currently hold an enhanced CRB check or not. This will be initiated before the member of staff commences work in the Pre-School and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date DBS check (whether supervised or not).

- All qualifications will be checked and copies taken for their personnel files.
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the Pre-School policies and procedures and receive a mentor who will introduce them to the way in which the Pre-School operates.
- During their induction period, all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children policy and procedures.
- The new member of staff will receive regular meetings with the manager and their mentor during the induction period to discuss their progress.

Training and qualifications

- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the registered person.

Ongoing support and checks

- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties.
- All staff are responsible for notifying the Supervisor in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the Pre-School. Staff will face disciplinary action should they fail to notify the Supervisor within a reasonable timescale.
- Each member of staff will receive two meetings a year with the manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months.
- The Supervisor, Deputy Supervisor and team will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.

Students and volunteers

- A qualified member of staff supervises all the students and volunteers working in the Pre-School.
- We offer a period of induction to all new students and volunteers.
- A qualified, experienced member of staff acts as a supervisor and mentor to all students and volunteers.

Legal requirements

The Pre-School abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage.

The Pre-School also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the Pre-School or is still under investigation. Please refer to the Safeguarding Policy for more information.

OFSTED must be informed of any changes to the person in charge or to adults who live or work on the premises. OFSTED must also be informed of any factors that might affect their suitability to work with children.

Details of the names, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises.

Adoption of Policy

This policy was adopted at a meeting of the committee of Peasmarsh Flying Start Pre-School on Pre-School premises on:

Date:

Signed on behalf of the Pre-School:

Print name of signatory:

Witnessed by:

Print name of witness:

Agreement to adhere to policy by Pre-School staff

I confirm that I have read and understood this policy:

Name of staff member: Dawn Bull

Signature:

Date:

Name of staff member: Julie Stevens

Signature:

Date:

Name of staff member: Sarah Sturmer

Signature:

Date:

Name of staff member: Vonni Haydon

Signature:

Date:

Name of staff member: Rowena Tucker

Signature:

Date:

Name of Student/ Volunteer:

Signature:

Date: