

**Bright Sparks**



**Childcare**

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**Safer Recruitment Policy**

## Safer Recruitment Policy

Bright Sparks are committed to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. Confidentiality will be strictly maintained.

## INTRODUCTION

The purpose of this Policy is to set out the minimum requirements of a recruitment process that aims to:

Attract the best possible applicants to vacancies

Deter prospective applicants who are unsuitable for work with children or young people

Identify and reject applicants who are unsuitable for work with children and young people

## STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in nurseries. These requirements change from time-to-time and must be met.

Subject to the availability of training, the nursery will ensure at least one recruiter has successfully received accredited training in safe recruitment procedures.

## INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The Childcare provider is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced check from the Disclosure and Barring Service and 2 satisfactory references.”

Prospective applicants will be supplied, as a minimum, with the following:

Job description and person specification

The nursery's child protection policy

The nurseries recruitment policy (this document)

The selection procedure for the post

An application form.

All prospective applicants must complete, in full, an application form.

#### SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee and one must be from the last employer. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

The candidate's suitability for working with children and young people

Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children

The candidate's suitability for this post.

Nursery employees are entitled to see and receive, if requested, copies of their employment references.

#### THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidate's.

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 will always be required:

To explain satisfactorily any gaps in employment

To explain satisfactorily any anomalies or discrepancies in the information available to recruiters

To declare any information that is likely to appear on a DBS disclosure

To demonstrate their capacity to safeguard and protect the welfare of children and young people.

To spend a period of time working with children in the setting. (under supervision)

#### EMPLOYMENT CHECKS

All successful applicants are required:

To provide proof of identity

To complete a DBS disclosure application and receive satisfactory clearance

To provide actual certificates of qualifications

To provide proof of eligibility to live and work in the UK.

#### INDUCTION

All staff who are new to the setting will receive induction training that will include the nursery's safeguarding policies and guidance on safe working practices. The Induction will last for a period of two weeks to give new staff a chance to read all policies and procedures in detail.

Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

Performance reviews will be held yearly and Supervisions will be conducted every 6 weeks to ensure the employee remains suitable.

ALL STAFF MUST COMPLETE YEARLY A DECLARATION OF OFFENCES FORM.

Signed: Mandy Coath June 2025. Review date: June 2026