

Recruitment, Selection and Suitability of Staff Policy

At Brentwood Day Nursery we are vigilant in our recruitment procedures aiming to ensure that all people looking after children are suitable to fulfil the requirements of their role. We are committed to ensuring that all staff, including students, volunteers and any agency or supply staff are suitable to fulfil the requirements of their role to work with, or be in regular contact with, children.

We have effective systems in place to ensure that practitioners and any other person who may have regular contact with children are suitable, as part of the recruitment process as well as monitoring continued suitability, as part of regular staff and/or student supervision.

Every time we recruit a new member of staff to join our team, we follow these procedures:

1. Legal requirements

- We abide by all legal requirements relating to safer recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations, including our legal responsibilities under the Equality Act 2010 (Amendment) Regulations 2023
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks. We abide by the employer's responsibilities by informing the DBS of any changes to the suitability of our staff, whether this member of staff has left the nursery or is still under investigation

Please refer to the Safeguarding children and child protection policy for further information.

2. Advertising

- We use reputable sites such as 'Indeed' and Government approved Apprenticeship companies to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures, including an enhanced DBS check and at least two independent references for every new employee. We also include the requirement for an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad

3. Interview stage

- We shortlist all suitable candidates against pre-set specification and filter those we feel have the necessary requirements for the interview stage
- All shortlisted candidates receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
- The manager decides the most appropriate people for the interview panel. There will be at least two people involved in the overall decision making
- At the start of each interview all candidates' identities are checked using, for example, their passport and/or photo card driving licence. All candidates are required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover 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 nursery. The questions are value based and will ensure the candidate has the same values as the nursery with regards to 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
- Candidates may be asked to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff and, where appropriate, parents
- In addition, the manager may choose to carry out an online search for every shortlisted candidate. This may help identify any incidents or issues publicly available online, which may be explored with the applicant at interview
- The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early year's framework as well as the needs of the nursery
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback

4. Starting work

- All new starters, except those registered with the continuous updating service (see below) will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check. This process will be initiated before the staff member begins work at the nursery. Once a DBS certificate has been completed, all staff members are now required to register to the DBS update service.
- If an individual has registered with the DBS Update Service on or after 17 July 2013, managers may use the service to check on a new recruit's suitability in place of conducting a new enhanced DBS check
- An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad for 12 months or more
- The successful candidate will be offered the position subject to the receipt of at least two references from previous employment or, in the case of a newly qualified student, their tutor and an additional professional reference. These references will be taken up BEFORE employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
- The successful candidate will be required to provide evidence of their qualifications, where applicable. These will be verified via the Government's "Check an Early Years Qualification" service (or equivalent UK system) to confirm they meet the required level and staff-to-child ratio criteria. All certificates will be reviewed and copies retained in the personnel file when relevant.
- Prior to employment but after the job has been offered, a health check questionnaire will be given to the employee, and its results will be considered in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role. Please see the Absence management procedure for more details about how the nursery manages health problems including access to medical records
- The nursery will record and retain details about individuals, including staff qualifications, identity checks carried out and the vetting process completed. This will include the DBS reference number, the date the disclosure was obtained and

details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken

- There may be occasions where a DBS check contains information that requires further consideration; however, the individual may still be deemed suitable to work with children. Each case will be considered on an individual basis by the Manager/Owner, who will make a suitability decision based on the following factors:
 - Reviewing the information disclosed on the DBS certificate.
 - Assessing whether the information is relevant to the role and the individual's responsibilities.
 - Completing and documenting a thorough risk assessment.
 - Making a reasoned and informed decision regarding the individual's suitability to work with children.
 - Maintaining a clear written record of the decision-making process and the reasons for the outcome.
- We may need to involve another organisation if:
 - The person is included on the children's barred list (they cannot undertake regulated activity with children).
 - There is a question about disqualification under childcare legislation, where the law requires consideration of disqualification rules or, in some cases, an application to Ofsted for a waiver.
 - The DBS certificate contains information that raises safeguarding concerns requiring advice from the local authority designated officer (LADO) or other safeguarding agencies.

Ongoing Monitoring:

- Status checks via the Update Service will be carried out every 6 months
- If the staff member is not on the update service, a renewal of the enhanced DBS check will be conducted every 3 years. If a status check indicates that the DBS certificate is no longer current due to new information:
 - A new enhanced DBS application will be submitted immediately.
 - Staff can only start working once a clear Enhanced DBS check has been received
 - We ensure that anyone counted in ratios holds a current paediatric first aid certificate
- New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or identify that they are unsuitable to do so
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the nursery policies and procedures, and be assigned a mentor or buddy who will introduce them to the way in which the nursery operates
- As part of their induction, all new staff will receive training on safeguarding children in their care. They will read and discuss the following key policies: **Safeguarding Children and Child Protection, Whistleblowing, Lockdown, Promoting Positive Behaviour, Inclusion and Equality, Health and Safety**, and the **Staff Code of Conduct**.
- New staff will also be required to read **Part 1** of the **Keeping Children Safe in Education (KCSIE) guidance**. In addition, other key documents, such as **Working Together to Safeguard Children** and the **SET Procedures**, will be explained to them, and they will be shown where to access these documents for future reference.

- The new member of staff will have regular meetings with the manager and their mentor or buddy during their induction period to discuss their progress, support required and/or further training and professional development opportunities

5. Delayed DBS checks

- If there is a delay on receiving a DBS clearance from a new staff member, they will not be able to commence work on the premises

6. Ongoing support and checks

- All staff are responsible for notifying the manager in person if there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked in the termly supervision meeting. This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately**)
- We act on any information that comes to our attention that suggests someone may no longer be suitable for their role
- All members of staff will update their health status during termly supervision meetings 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. This will also be discussed at staff supervisions and review meetings
- Management may require this more regularly where health circumstances change
There are more details about how the nursery deals with any health problems in the Absence management procedure
- The nursery manager/owner will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary procedure for further details
- Every member of staff will have three supervision meetings a year with the manager. This will provide an opportunity for the manager and member of staff to discuss training needs for the following term as well as evaluate and discuss their performance in the previous term
- The manager, deputy and room leaders 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
- We will ensure staff receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children

7. Students and supply staff

- All students will receive an interview to ensure they are suitable for the nursery and an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values

- Suitable students, apprentices, and volunteers aged 17 and over may be included in ratios at one level below their qualification level, provided they hold a valid paediatric first aid certificate and the manager deems them competent and responsible
- All students will be fully supervised to ensure they receive the appropriate support, training and information they may require
- We request confirmation that all necessary checks have been completed by the agency before using any supply staff. Once checks are obtained, we record the DBS check reference number, the date the check was obtained and details of who obtained it
- We carry out an induction prior to supply staff working with the children. It is our policy that all supply staff are fully supervised and not left alone with children

Signed on behalf of the nursery
<i>RL Austin</i>