

Safer Recruitment Policy

Statement of intent

Bishy Barnabees has a thorough recruitment procedure to ensure our children are safe and well cared for at Bishy Barnabees Day Nursery.

Aim

Our aim is to ensure that our staff are appropriately qualified and to prevent unsuitable people working with our children and any young person who may be on school/college placements.

Methods

‘This organization is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’ (Children’s Workforce Development Council, 2009)

When a position becomes vacant within the nursery, the following steps are taken to ensure a suitable person is recruited:

- The Job Description and Person Specifications for the vacant position are updated if need be, and agreed between the management of Bishy Barnabees Day Nursery.
- We write an appropriate advertisement and display this locally as well as on the website for the Norfolk County Council and the Job Centre.
- A Candidate Information Pack is compiled and sent out to prospective applicants.
- Applications for the vacancy are then looked at and worked through to draw up a short list of candidates who will be invited for interview.
- Where possible we try to gain all relevant checks prior to interview, where this is not possible, i.e time frame, if the candidate is successful then these checks are carried out immediately.
- Each candidate is asked the same core questions at interview along with any individual questions that has arisen from their application e.g. gaps in employment.
- Each candidate short listed receives the same invitation to interview, this invitation supplies them with all relevant information.
- Face-to-face interviews are conducted for all short listed candidates with two members of Bishy Barnabees Management one of whom is Safer Recruitment trained.
- Once the face-to-face interviews have taken place, successful candidates are invited back to spend time with the children and are asked to carry out a suitable activity, such as an observation, reading a story to a small group of children etc.
- The successful candidate is sent a letter which informs them that the position is conditional on receiving satisfactory checks and references.

- Decline letters are sent out to all those who were not successful in the interview process.
- Each employment has a probation period of six months. During this time new members of staff work closely with more experienced staff to ensure they can settle into their role quickly, to ensure our policies & procedures are carried out correctly and that the children are safe and well care for to the high standard expected at Bishy Barnabees Day Nursery.
- Records are kept of all those candidates that attended an interview for six months.
- We carry out a thorough Probation Period Procedure which includes monthly supervision meetings with Julie our Deputy Manager.

This policy was adopted in January 2013, updated July 2015, reviewed March 2017 and read in conjunction with Safeguarding Policy, Equality, Inclusion and Diversity policy, Staffing Policy, Helper Guidelines policy, Confidentiality Policy and Student Placement Policy.