

## Staff Recruitment Policy and Procedure

This policy and procedure has been written following the guidance of:

- Surrey Early Year Educational Effectiveness Team.
- Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage, 2024.
- Working Together to Safeguard Children, 2024.
- Equality Act 2010.

It is Bus Stop Pre-School's policy to promote the welfare and wellbeing of children in our care and to protect them at all times from any forms of abuse. Bus Stop Pre-School Management team understands the importance of ensuring that safe adults are recruited to work with children and families within our care. We also understand that the recruitment process needs to be consistent to ensure that the process is safe and fair to all applicants. We understand that it is our legal responsibility under the Equality Act 2010 to ensure the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

Before the recruitment process begins the Bus Stop Management team will review the setting's Safeguarding Children and Child Protection policy and procedures, Safeguarding and Welfare Requirements of the EYFS, 2024 and The Working Together to Safeguard Children, 2024 document to ensure up to date recruitment procedures are followed.

### Safer Recruitment Procedure:

When recruiting new members of Staff/Volunteers/Students the following procedure applies:

- Interview Panel is made up of - The Bus Stop Management Team: **Kate Rice - Owner and Kelly Haines, EYP - Manager.**
- Bus Stop Pre-School has a clear job description and personal specification written for job role.
- Advertise the position through Surrey County Council and on the Pre - School notice board - The advertisement must clearly state that a minimum of 2 references are required and a DBS check will be carried out.
- Interview Method - to include;
  - Applicant to carry out a planned activity and link to the EYFS (2021),
  - Observe a child within the setting. To write a summary and next steps for the child in line with the EYFS (2021).
  - To support staff and children during a Forest School session.

-A Formal Interview to take place after the above has been carried out to the Management team and other staff member's satisfactory standard.

Please note that the above interview methods are dependent on the position being applied for, for example a volunteer would not be expected to carry out a planned activity with links to EYFS (2021). Also, before carrying out the Observation part of the interview, parental consent will be obtained before an applicant observes an individual child.

- Shortlisting of Applicants - This is carried out by the Bus Stop Management team. The Management team will analyse the applicant's personal specification in line with Bus Stop Pre-School practice and specifications, the qualifications held, experience and knowledge of working with children.
- Interview Questions have been written by the Bus Stop Management team. Interview questions to probe the applicant's motive and attitudes towards safeguarding and children.
- Send out Application Pack to applicants - this to include;
  - Job description and personal specification,
  - Application form - this includes criminal record self-disclosure, information of references, self-disclosure of right to work in the UK.
  - Information on DBS process.
  - Safeguarding Children/ Child Protection Policy.
- The Bus Stop Management team to read application forms and check information for example, if an applicant has also sent their CV, ensure that the information given such as qualifications, corresponds. Also, to check that information given relates to the Bus Stop Pre-School job description and personal specification for the role. Identify criminal convictions history, right to work in the UK and gaps in employment.
- The Bus Stop Management team to short list the applicants. Please see above information on shortlisting.
- Applicants invited to an interview depending upon the suitability of the information given in their application form. Bus Stop Management to inform applicant's by letter or telephone of the interview process:
  - Who is the interview panel - Kate Rice and Kelly Haines,
  - What is the interview method - Activity, Observation, Forest School session, Formal Interview.
  - How long with the interview take.
  - What documents to bring to the interview - certificates of qualification and professional registration, identity documents, right to work in the UK documents, DBS check if already obtained.
- Interview to be carried out. Discuss any criminal convictions history with applicant and gaps in employment.

- Short listing of applicants - Bus Stop References template used. References contacted and scrutinised. If references return with only date and time of employment stated, Management team must contact the referee directly or alternatively ask applicant for another reference. Consent from applicant will be sought enabling the Management team to verify the status of an existing DBS. Verification will be carried out through the Disclosure and Barring Service and or the DBS update service. If the DBS identifies changes to the disclosure details, a new enhanced DBS will be applied for.
- An initial job offer letter will be sent to applicant, stating that this is dependent upon 2 positive reference checks and an enhanced DBS check.
- References will be requested from at least two previous employers within the last 5 years and character references where applicable.
- A medical suitability check will be carried out where appropriate.
- Depending on the above, a job offer letter will be sent to applicant informing them of the probationary period and start date. A Contract and Staff Handbook will be issued detailing their employment terms and conditions.
- Unsuccessful applicants will be informed by a letter or by telephone.
- New staff information pack will be given containing the settings Behaviour policy, Safeguarding Children policy and Health, Hygiene and Safety policy. All staff are expected to read and sign the Staff Handbook, as part of their terms and conditions of employment.
- On the first day of employment the new member of staff will be given an induction by the Manager and will be asked to sign and date an induction forms.
- Staff member to attend safeguarding children training and Paediatric First Aid training within first 6 months of employment.
- A new staff member may begin working at the Pre-School before their DBS check has been received, however in this circumstance a DBS check **MUST** have already been applied for by the Management team and the above recruitment checks carried out successfully. In this circumstance a new staff member will not be left alone, in charge of children or carry out personal care until a successful DBS check has been received. Please see the Safeguarding Children and Child Protection policy and procedure for more details.

Where by an existing employee has subscribed to the DBS online update service the Management team is able to check the status of the DBS. In the event that the DBS identifies changes to the disclosure details, a new enhanced DBS will be applied for. Permission to check the update service will be sought from the employee (Statutory Framework for the Early Years Foundation Stage, 2021).

Bus Stop Pre-School as an employer understands it's legal responsibility under GDPR, 2018, the HMRC, Early Years Foundation Stage Statutory Framework, 2024 (EYFS),

Surrey County Council and Ofsted to process personal information about employees and store this information securely. All employee records and the records of unsuccessful applicants are stored in a locked filing cabinet the Locked down shed (Shed is locked at night and during weekends). All employees are asked to read and to sign a Privacy Notice on joining Bus Stop Pre-School which explains how their documents are used and stored. Please see the Privacy Notice document.

In the event of an allegation being made about a staff member this policy and procedure will be reviewed by the Bus Stop Management team.

### Useful Websites and Contact Numbers

- Surrey Early Years Educational Effectiveness Team South East - [sectorse@surreycc.go.uk](mailto:sectorse@surreycc.go.uk)
- Disclosure and Barring issues and information: 03000 200 190 (telephone updated from website on 4<sup>th</sup> October 2024)
- ACAS: 0845 7474747
- [www.acas.org.uk](http://www.acas.org.uk)
- [www.gov.uk/employing-people](http://www.gov.uk/employing-people)
- [www.nidirect.gov.uk/articles/evidence-to-support-right-work-uk](http://www.nidirect.gov.uk/articles/evidence-to-support-right-work-uk) - details documents which provide details of a person's right to work in the UK.
- [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)
- [www.gov.uk.db](http://www.gov.uk/db)

This policy was adopted in September 2006 to be reviewed annually.

This policy was reviewed in September 2024, to be reviewed in September 2025

Owner: \_\_\_\_\_ Manger: \_\_\_\_\_