



SAFER RECRUITMENT POLICY

This policy describes the effective system in place at Creative Minds Nurseries Ltd to recruit staff, volunteers and students. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat.

Introduction

Creative Minds Nurseries Ltd are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependants, age, disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

We select all candidates for interview based on their skills, qualifications and experience.

Our effective recruitment procedure for paid employees:

- An enhanced disclosure is always carried out for any positions at CMN. All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (alongside CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by the Manager and copies will be made.
- Short-listed candidates are required to attend an interview. During the interview, a right to work in the UK check will be completed with the candidate to make sure they

can legally work in UK. This process also requires one form of ID to be seen and checked.

Once the candidate passes through the first interview, they will be asked to spend supervised time with the children.

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 3 original identity documents. If an employee is on updated DBS service, their DBS will be checked online.
- Employee will have to pay for the DBS check to be carried out. It is the responsibility of the employee to apply for update service or they will be asked to renew their DBS every 3 years.
- A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken for their personal file to support the candidate's right to work in the UK.
- Both referees will be contacted, and references sought.
- A probationary period of 3 months is set.
- A self-declaration for early year's settings is completed annually, if the person is employed for more than a year and are not on update service.

Our effective recruitment procedure for volunteers:

(We class these as adults 18 and over)

- All candidates are required to attend an interview; They would need to complete an application form or provide for a CV.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.

- An Enhanced Disclosure Barring Service (DBS) check is completed which the volunteer will be asked to pay for. During this check we will ask for identity documentation (originals).
- A photocopy of 1 item of photographic ID is taken.

Our effective recruitment procedure for students:

(We class these as up to the age of 18 years and are usually still at school or college wishing to complete Duke of Edinburgh volunteering or similar work experience)

- All students are requested to attend an interview where possible.
- A reference from the school or college will be sought.
- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check, which the student will be asked to pay for if they are having work experience for more than a month. During this check we will ask for identity documentation (originals).
- All students under 16 years old will require two references; one from their school or college and one personal reference
 - If the student does not have a DBS, then they will not be allowed to be with the children alone.
 - Check CMN student policy for further details.

CMN will ensure:

- A member of the management team has completed safer recruitment training provided by the local Early Years.
- During probation periods, paid employees are given additional support to enable them to follow CMN's policies and procedures as set out in the staff induction document and Policy folder.
- The employment is only confirmed after the Enhanced DBS check has come back with a suitable result.
- Students, volunteers and parents/carer helpers are never left alone with the children
- No candidate is treated unfairly on any grounds including race, colour, nationality, ethic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, age, and offending background.
- The company called Online Disclosures will usually be used for all Enhanced Disclosure Barring Service (DBS) checks.

Staff leaving CMN:

Every staff member who leaves the employment of CMN will be offered an **exit interview**. This will be with a member of the CMN management team. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at CMN is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve CMN as an employer and give the staff a chance to offer feedback on their experience with us.