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| Name of Policy: | **Safer Recruitment and Employment Policy** |
| Name of Setting: | **Busy Bees Pre-School** |
| Overall Aim of Statement: | |  | | --- | | At Busy Bees we are committed to the safeguarding and welfare of all children and adults that join Busy Bees and expect all members of staff, volunteers and regular bank staff to adhere to this. Busy Bees is an equal opportunities employer. | |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | |  |  | | --- | --- | | * We have at least one member of staff to eight children for 3-4 year olds, and one to four if there are 2-3 year olds present. * Our key person system ensures each child and family has one particular staff member who takes special interest in them. * We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. * Once we have received in writing a resignation from a member of staff we will start the advertising processes as soon as possible. These will be placed initially on the notice board at Busy Bees, at Pannal Primary school, on notice boards at Harrogate College and in the local post offices, in the Job Centre and any relevant Early Years’ website (the local paper, if necessary). * The advert will reflect on the actual post needed at the time. We will include the above statement to safeguard children in all adverts. The advert will give an overall clear view on the current post available. * The pre-school leader and the chair of committee will draw up a short list and invite relevant applicants for interview in writing giving a weeks’ notice for interview * The job application form will be thorough so the committee have all the information prior to interview. * Candidates will be asked to sign the application form to disclose that they are able and not exempt from working with children * We will not ask for dates of birth on the application form  |  | | --- | | * Unsuccessful applicants will be informed in writing. * At the interview employment history, qualifications and medical suitability will be discussed * The interview will be composed by the Pre-school leader and the committee chair and a member of the committee with the required safer recruitment training. * Thorough questions will be asked about ensuring any employment gaps are explained, medical information, qualifications, and hours. * At the interview the candidate will be asked three questions regarding working with children: these will be, why do you want to work with children? What would you do if you thought a child was been abused? What difficult situations regarding safeguarding children have you come up against before? * The posts are exempt from the rehabilitation of offenders * We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious social, ethnic and cultural groups. * All staff will be required to complete the first level of child protection and continually update this. * Regular in-service training is available and staff must take regular days of training throughout the year if needed to maintain quality of care within their given role through North Yorkshire Early years. All staff will update their current safeguarding training certificates every 3 years, unless new legalisation informs otherwise. * Regular weekly staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children’s progress and any difficulties, in more detail than the daily meetings. * We support the work of our staff by regular assessments and annual appraisals. * Staff records and files are to be locked and held in a confidential manner. * First aid certificates are to be in date and have refreshers every 3 years including Epipen. * New staff to be given six weeks or 3 months depending on the nature and responsibility of the role, probationary period and observed within this time to ascertain their suitability. The pre-school leader and committee will review the status of the new staff. The management committee will review and monitor the development of the pre-school manager. * All staff needs to ensure that they read the policy and procedures booklet and sign to that effect. Any changes to these policies must be flagged up, printed out and distributed to all members of staff for their reading. * Wages are reviewed on an annual basis by the committee.   **Volunteers/-Duty days-snack rota**   * Parent / students volunteers are not to be counted in child; adult ratio. * Parent /student volunteers sign in and out of the pre-school. * Parent/student volunteers sign a confidentiality book which is kept in the kitchen * Volunteers will not be alone with any child during the session   **Bank Staff**   * All bank staff will be asked to complete a disclosure and barring service form. * A job description will be issued to them * They can be called upon at short notice to cover staff absence due to sickness or courses * Bank staff will not take on nappy changing, toileting duties or be left alone with a child until FULL checks have been issued * Regular bank staffs are issued with a temporary contract and references will be sort if needed and a full induction procedure will be carried out by the Leader/deputy pre-school leader.   **Existing Pre-School staff**  At Busy Bees we are very lucky in that we have members of staff who have worked within the pre-school for a considerable amount of time.  All staff will:   * Update and renew their DBS checks every three years. * Notify the committee to any change of address, name, or changes in personal circumstances which could affect their ability to work with children. * Fill out medical forms annually at the beginning of the new per-school year. * Sign their medical form for agreement to inform the management, in confidence, of any medication taken which could affect their ability to work with children. * Inform the management of any convictions. * The management committee have the right to request a new Disclosure and Barring & Service suitability check at any time during their employment with Busy Bees if they are not satisfied with previous checks and references. * The pre-school leader will take time to observe and make observations on the staff to ensure continuity, staff development and team work.   **New Staff within Pre-School & Holiday Club**  All new employees will be issued with   * An offer of appointment subject to two satisfactory references. * Will be issued with a permanent or temporary contract depending on the needs for staffing ratio at the time. * A job description. * A thorough induction to the pre-school. * A medical form. * Staff will read the policies & procedures and sign their agreement to adhere to them. * Sign a confidentiality clause. * Be issued with the online form to apply for a new DBS if the new employee is:   \*Starting a career in childcare.  \*Their previous disclosure is out of date.  \*There are employment gaps on their application form.  \*The committee receives unsatisfactory references within  the probation employment period.  It will be up to the management committees’ discretion as to whether we take an existing in date DBS check and transfer it to our current DBS Central. This will only be done if the new employee is currently employed within a child care provision with no employment gaps at the time of interview and we have received satisfactory references. All individual cases will be looked at thoroughly.  All new employees are thoroughly monitored and supervised by the pre-school leader during their probation period at the pre-school. The pre-school leader will make observations on the new employees and report back to the committee. The pre-school leader will be required to keep open communication to the new employees and set aside time to discuss how they are settling in and discuss future development. | | |
| Useful websites | [www.pre-school.org.uk](http://www.pre-school.org.uk) [www.businesslink.gov.uk](http://www.businesslink.gov.uk) [www.acas.gov.uk](http://www.acas.gov.uk)  [www.ndna.org.uk](http://www.ndna.org.uk) |
| References to other relevant policies: | Safeguarding, Confidentiality, Staff development policies |
| Policy Monitoring and Evaluation Information: | Staff and Committee |
| Signature | R Lily |
| Review Date and next review due date: Reviewed April 15. This policy will be reviewed regularly in line with Safer Recruitment regulations and the Children’s Act 1989 | |