



## **SAFER RECRUITMENT**

To ensure safer recruitment methods are practised when employing staff for the nursery we always use the following as vetting tools, and staff's performance is reviewed regularly.

**Recruitment Officer:** Helen Kundra, and the nursery manager have overall responsibility for the recruitment of qualified and suitable employees. Staff conducting interviews will have undertaken Safer Recruitment Training:

[www.highspeedtraining.co.uk/](http://www.highspeedtraining.co.uk/)

**Job description:** There will be a job description for every position and the job description will provide detailed guidance to applicants on the role. The job description will include a statement on the responsibility of the member of staff to safeguard and promote the welfare of children.

**Advertising:** The posts will be advertised widely and job adverts will clearly state the position, required skills, knowledge, expected qualifications and experience. Adverts will also include the hours and salary for the position. Job adverts will inform applicants that an enhanced DBS check will be required for the post.

**Applications:** The applicants will be asked to complete a Monkey Puzzle Day Nursery application form explaining any gaps in their employment history.

**Shortlisting:** Applicants will be shortlisted according to the criteria set out in the job advert by the named recruitment officers.

**References:** All applicants will need to provide at least two references. One reference must be from the applicant's current or most recent employer. Written references must be followed up by a telephone call to verify authenticity. References must confirm the position held by the applicant and the dates within which they were employed. To be acceptable, references should also indicate whether the applicant was subject to any disciplinary action and whether there are any known reasons why the applicant should not work with children.

**Interviews:** Interviews will be undertaken by at least two people and one of the interviewers will have completed the Safer Recruitment Training Course. Prior to the interview, applicants should be informed of the documents they will need to provide as evidence of their identification and in support of their qualifications. Pre-agreed questions based on the post will be used to conduct the interview and responses will be recorded. Any discrepancies on the application form or gaps in employment should be explored at the interview, as well as any individual questions arising from references or the interview. The interviewers will check whether the applicant is suitable for work with children.

**Checks:** The applicant's identity will be verified with photographic proof e.g. a passport or driving licence. The applicant's qualification will be verified by the original documents. The applicant's right to work in the UK will be confirmed through scrutiny of appropriate documents. The applicant's health and physical capacity to undertake the role will be verified.



Monkey Puzzle Day Nursery has a duty under the Children's Act and other enactments to ensure that all staff are suitable for the job. To ensure that all members of staff, volunteers and students who come into contact with children are suitably vetted we carry out DBS checks.

**The person in charge of the DBS process/who manages the process and database is Helen Kundra**

They are responsible for ensuring that:

1. The policy for enhanced DBS checks is adhered to in the application process for staff, volunteers and students.
2. Staff files, the Single Central Staff Record and DBS's are kept up to date for all staff and volunteers.
3. All checks are subject to a regular review (at least every 3 years) and are kept current. Staff who are subscribed to the DBS updates service will be reviewed via the DBS updates website on a termly basis. The proof of the update will be stored in the relevant staff file.
4. All new staff are requested to join and pay for the up-date service if they are not already subscribed. This is an approximate cost of £13 per year and is the responsibility of the employee. This must to be completed within 19 days of their DBS application

New staff who already hold a DBS check by a previous employer are required to bring the original certificate into the nursery and present it to the Manager. The Manager will apply for a new DBS check bearing the Monkey Puzzle name (unless the applicant is on the update service). Staff documents will be returned as soon as possible.

Staff will not be classed as vetted until Monkey Puzzle receive the result of the check or confirmation from the DBS up-date service and therefore will not be left alone with children.

All new staff will be expected to sign the 'Annual Self Declaration of Criminal Offences' prior to starting employment at Monkey Puzzle Day Nurseries.

New staff who are on the DBS up-date service will not be issued with a new DBS certificate with the Monkey Puzzle branding, instead they will receive confirmation of their refreshed DBS with a new issue date.

All staff DBS Unique Reference Numbers, and the dates on which they were obtained, are stored on the 'Single Central Staff Record.'

**Disqualification:** The enhanced DBS checks form part of the disqualification register checks required under the Childcare Act 2006 to ensure individuals are suitable to work with children. Monkey Puzzle Day Nursery has a duty to inform Ofsted of any relevant information which may lead to the disqualification of an employee. Monkey Puzzle Day Nursery must take appropriate action to ensure the safety of children.

Monkey Puzzle Day Nursery must give Ofsted the following information when relevant:



- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed
- A certified copy of the relevant order (in relation to an order or conviction)

Monkey Puzzle Day Nursery will inform Ofsted as soon as it is reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information.

**Decision to appoint:** Successful interviewees will be sent an employment offer letter clearly stating that the position is subject to a clear DBS check and satisfactory references.

**Commencement of employment:** Successful candidates will be required to undertake the Monkey Puzzle Day Nursery induction training, which guides them through the company's policies and procedures. Once the induction training has been fully completed the member of staff will be asked to sign to say that they have understood and agree to follow the policies and procedures (refer to new staff personnel sheet). The staff file checklist must be completed with copies of all relevant documents attached.

**Probation period:** All new staff will be subject to a 6 month probation period with regular reviews after 1 month, 3 months and at the end of the 6 month period, or more regularly if required. Probation periods may be extended if necessary.

All staff will be expected to sign the 'Annual Self Declaration of Criminal Offences' at each supervision meeting. It is the individual's responsibility to inform Monkey Puzzle Day Nursery if there are any changes to their circumstances in between reviews.

**Monkey Puzzle Day Nurseries Ltd Head Office Staff:** All Monkey Puzzle Day Nurseries Ltd Head Office inspection staff are subject to the DBS process and Safer Recruitment procedures prior to appointment. All staff will be appointed and suitably vetted by **Rebecca Crosby, Group Operations Director**. Head Office staff will wear identification badges and should not be left alone with children or included in ratios.