

Safer Recruitment Policy and Procedure

We committed to promoting and safeguarding the welfare of children and expects all staff and volunteers to share this commitment. At Kingfisher Kindergarten we recognise that the effectiveness and safety of its safer recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

The Safer Recruitment Policy and Procedure is based on and conform with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education 2023', and Ofsted.

Advertising

All roles will be advertised in the appropriate paper, professional journal, website, magazine, social media as fits best for the role.

Application

All potential candidates are able to contact us for an application pack which will ask the following:

- Full identifying details of the applicant, including current and former names, current address and National Insurance Number
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying
- A declaration of any existing contacts in the school
- Details of referees
- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering laws apply. Please see <https://www.gov.uk/government/publications/dbs-filtering-guidance> for further information. The filtering guidance is published to candidates in the document entitled 'Safer Recruitment Process'.

Before an interview candidates will be asked to complete any incomplete forms. Curriculum Vitae will not be accepted in place of the completed application form.

Along with the application form, applicants will receive the following:

- A job description, containing a person specification, a statement of the terms and conditions relating to the post, the Safeguarding and Child Protection Policy statement and an introduction to Kingfisher Kindergarten

Interview Panel

A minimum of two interviewers will form the interview panel. The members of the panel will:

- have the necessary authority to make decisions about appointments
- be appropriately trained (at least one member of the interview panel will have undertaken the appropriate safer recruitment training).

Interview

All applicants invited for interview are required to bring the following documentation as evidence of identity and copies will be taken for future reference:

- right to work in the UK, qualifications and proof of address (copies will not be accepted):
- relevant educational (higher education and university) and qualification certificates
- current driving license
- current passport
- current UK work permit and/or visa (if applicable)

- full, original birth certificate
- a utility bill or bank/credit card statement which must be no more than 3 months old, showing your full name and current home address.

There will be a face to face interview. The interview process will explore the applicant's ability to carry out the Job Description and duties. It will enable interviewers to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet safeguarding and child protection criteria. A set of Safer Recruitment questions will take place, to determine the candidate's reasons for working with children.

The interviewers will record notes which will be kept on file. On no account will a job offer be made during or at the end of an interview.

If a candidate requests feedback on an interview we will facilitate this.

If, for whatever reason, references are not obtained prior to the interview, the candidate should also be asked at interview if there is anything he/she wishes to declare or discuss. It is vital that references are obtained and scrutinised before a person's appointment is confirmed. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks required.

We will request at least two references for each candidate. One must be from the candidate's current or most recent employer and one must be from the most recent instance of working with children (if applicant has worked with children before, whether paid or voluntary), with the aim of covering roughly five years in a person's career history.

Referees will be asked to state the following in the Reference Form:

- Any disciplinary or child protection issues
- Any reasons why the candidate should not be employed for work with children
- The candidate's reasons for leaving
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- The School will not accept references from relatives or referees writing solely in the capacity of friends.

Offer

Offers will be made via a telephone call and then an official offer letter is sent to the successful candidate.

Two copies of the contract are sent asking the successful candidate to return one copy signed.

All new staff start on a probationary period which will be reviewed at regular intervals. This will be defined by the role.

Right to Work in the UK

This will usually be the candidate's UK passport. However, the School will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport. A copy of the evidence will be taken and kept on the candidate's file.

DBS Check

It is anticipated that all regular positions (whether voluntary or paid) will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS check. Until the School has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS

Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, the School will ask the candidate to sign a statement to say that they give Kingfisher Kindergarten permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

If the DBS is delayed, the Manager and Owner may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- The DBS application has been made in advance
- A Risk Assessment is written and kept on file
- A separate Barred List check is made and kept with the Risk Assessment.
- The Risk Assessment is reviewed, as agreed in risk assessment, until the Disclosure Certificate arrives
- The member of staff is informed as to what these safeguards are.

Disqualification by Association

We will ask all members of staff to complete a Disqualification from Childcare Self-Declaration form annually.

Health Declaration

Once an appointment has been offered, we will ask the candidate to complete a pre-employment Health Questionnaire. Candidates will also be asked to declare the following on a Medical Declaration Form:

- They know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question

Qualifications Check

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file.

If no original is to be found, the School will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

Outcomes of the Application and Recruitment Process

Where the following apply, the School will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, Prohibition from Management, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children.

Visiting Professionals

Individuals such as psychologists, nurses, dentists, and other public sector staff will have been checked by their employing organisation (LA, Primary Care Trust or Strategic Health Authority). We will therefore simply ask for confirmation of employment from their employing organisation and request that the individual brings proof of ID upon arrival.

However, if the individual is self-employed, the same checks will apply as those for staff.

We do have some professionals come in from time to time to provide extra activities for the children. We will ask for a full DBS disclosure certificate and make a note of their number for our records. They will also never be left unsupervised with the children.

Volunteers

New regular volunteers will be subject to the following checks:

- Enhanced DBS Certificate

- Satisfactory receipt of at least two references
- Informal Interview/Meeting
- Confirmation that no concerns have been raised by others.

If a volunteer does not fall into the definition of ‘regular’, the kindergarten will complete a risk assessment based on the circumstances and decide which additional, discretionary checks are required.

The definition of “regular” is as follows:

- Once a week, or more often
- On 4 or more days in a 30-day period
- Overnight (2am – 6am).

No vetting checks will be carried out for those who are one-off volunteers for School events or trips.

Induction

Within the acceptance letter from Kingfisher Kindergarten new employees will be asked to read the following information which is available on the School website:

- The Safeguarding & Child Protection Policy and Procedure
- Asked to read Part 1 of Keeping Children Safe in Education (KCSIE)
- Whistleblowing Policy
- Staff Code of Conduct.

A form to say that they have read and understood the information above on the website and sign to this effect. The signed form will then go on the employees personnel file.

All new staff will attend Safeguarding and Child Protection training appropriate to the role on the next available date. This will then be ongoing appropriate to the role.

This policy was reviewed by Kingfisher Kindergarten Ltd

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| Date to be reviewed | Annually |
| Signed on behalf of the provider | La-Ryne van der Westhuizen |
| Role of signatory | Owner |