

## Safer Recruitment Policy

**Greenfields Day Nursery is committed to Safeguarding and Promoting the welfare of the children in our care, the safety and welfare of all the children is paramount. Staff are expected to adhere to this statement.**

We aim to ensure that all staff working with the children are suitable to do so and we are therefore extremely vigilant when recruiting staff to join the team.

Our procedure is as follows:

Adverts will be placed on Indeed- a reputable job advertisement site.

All applicants will be expected to fill in an Application form.

All shortlisted staff will be contacted for an interview this will be in person where possible otherwise via video call.

During the interview all paperwork will be checked and applicants will be asked again if they have anything to declare.

- A form if ID passport or driving licence
- Relevant qualifications
- Eligibility to work in the UK
- Any criminal history, disclosing anything that may come up on a enhanced DBS
- Enquiries will be made at that time int any gaps in employment.

References will be checked for the candidate who is chosen.

Unsuccessful applicants will be notified of this.

Starting work.

The successful candidate will be informed that their job offer is conditional, dependent on the return of 2 satisfactory references and an Enhanced DBS

An Enhanced DBS check will always be carried out before the candidate begins employment.

Any new member of staff starting at the nursery will undergo an induction period of 3 months. Nursery policies and procedures will be discussed with the new candidate. The candidates work ethics and performance will be monitored very closely.

If the nursery feel that this candidate is suitable for the positon long term after the initial 3 months a permanent contract will be issued.

The nursery is within its rights to extend the induction period if it is felt necessary.

Staff will have 6 monthly supervisions and annual appraisals.

During the annual appraisal staff will be asked whether there is anything they want to disclose.

Staff will face disciplinary action if they do not disclose this information within a reasonable time scale.

Written by:

Date:

Review Date: