



ROMPERS PRIVATE NURSERY

SAFER STAFF RECRUITMENT POLICY



Policy Statement:

At Rompers we are committed to safeguarding and promoting the welfare of all children in our care. As part of this commitment, we ensure that our recruitment processes are robust, thorough, and follow best practices. This policy sets out the procedures we follow to ensure that all staff, volunteers, and students are suitably qualified, trustworthy, and capable of providing a safe and nurturing environment for children. We aim to ensure that applicants are treated fairly and equally throughout the nursery's recruitment process and that our recruitment process helps lead to positive experiences and outcomes for our service users.

UNCRC Articles: 3.

Aims of this Policy:

- To outline the steps we take to ensure the recruitment of staff is safe, transparent, and in line with current safeguarding standards.
- To ensure that the recruitment process is fair, effective, and minimizes the risks associated with employing individuals who are unsuitable to work with children.
- To ensure recruitment procedures follow the Care Inspectorate's safer recruitment guidelines.
- To help ensure we recruit the best candidate for the position taking into account their qualifications, experience, abilities and suitability for the position.
- To ensure we provide all candidates the best possible chance of recruitment by treating them fairly and by not discriminating against applicants e.g. an applicant having convictions is not necessarily a barrier to their employment.
- To create a safe, secure, and nurturing environment for the children in our care and ensure that our staff are fully equipped to support their welfare and development.

Procedures:

1. Commitment to Safer Recruitment

We are committed to safeguarding children by ensuring that only individuals who are suitable to work with children are recruited. Our recruitment process is designed to:

- Minimise the risk of unsuitable individuals in the setting,
- Comply with all relevant legislative and regulatory requirements, including the Protection of Vulnerable Groups (PVG) Scheme.
- Promote equality, fairness, and diversity at all stages of recruitment.

2. Job Descriptions and Person Specifications

- Clear Role Definition: All job descriptions and person specifications will clearly define the roles and responsibilities of the position, including specific safeguarding duties.
- Essential Qualifications and Experience: The person specification will outline essential qualifications, experience, and skills needed to perform the role effectively, particularly regarding child protection and care.
- Suitability to Work with Children: All job descriptions will emphasize that applicants must demonstrate suitability to work with children, including an understanding of child protection policies and procedures.

3. Advertising and Attracting Candidates

- An advert for any vacancies will be placed on an online recruitment website.
- Inclusive Recruitment: We will ensure that job advertisements are inclusive and attract a variety of applicants, ensuring that all applications are welcome regardless of background, ethnicity, gender, or other protected characteristics.
- Safeguarding Statement: All job advertisements will include a statement that the position requires a PVG check and compliance with our safeguarding policies and procedures.

4. Equal Opportunities and Non-Discrimination

- Fair and Transparent Process: We are committed to providing equal opportunities in recruitment, ensuring that all candidates are treated fairly and without discrimination. Our recruitment practices will be based solely on the applicant's suitability for the role and their ability to contribute to the safeguarding and well-being of children.
- Diversity: We actively encourage applications from a diverse range of backgrounds and aim to build a workforce that reflects the communities we serve.

5. Application and Interview Process

- Detailed Application Form: All applicants must complete an application form that includes sections on their employment history, qualifications, and criminal record disclosure.
- Criminal Record Checks: As per the Safer Recruitment guidance, all applicants must undergo appropriate criminal record checks (e.g., PVG Scheme in Scotland) before an offer of employment is made. This includes checks for any relevant offences, particularly those involving children or vulnerable adults.
- References: We will request at least two references for each applicant, one of which must be from their most recent employer. These references will be followed up and verified to ensure they are genuine and relevant to the role.
- Interview Process: All shortlisted applicants will be invited for an interview at an agreed date with two members of management, which will focus on assessing their suitability to work with children. Management will assess the applicant's knowledge and understanding of safeguarding, child protection, and appropriate behaviours when working with children.
- A stay and play interview will take place if felt appropriate by management to assess the applicant's nature and experience of interacting with children.

6. Safeguarding and Child Protection Checks

- PVG Scheme: All staff and volunteers will be required to be members of the PVG Scheme, which will be checked before employment. This includes checking for any offences that may pose a risk to the safety and well-being of children.
- SSSC: Management will conduct a SSSC registration search and retain the verification print. (or any other relevant regulatory body).
- Ongoing Monitoring: All staff will undergo regular re-checks through the PVG Scheme as part of our ongoing commitment to safeguarding.

7. Decision Making and Appointment

- Recruitment decisions will be based on a careful assessment of the applicant's qualifications, experience, and suitability to work with children. Where concerns are raised during the recruitment process, these will be investigated thoroughly before making an offer of employment.
- An "acceptance of job offer" declaration will be issued to the applicant; detailing hourly rate, hours of work, proposed start date and offer of employment subject to receipt of satisfactory references, PVG clearance and satisfactory SSSC registration checks.
- After acceptance of job offer is received, all unsuccessful applicant letters will be issued.

- Following receipt of satisfactory references, an induction date will be arranged with the applicant.

8. Induction and Training

- During new staff members induction, time will be spent in the nursery interacting with both staff and children within the rooms. The new staff will be assigned a mentor who will discuss our *Rompers Induction Training Pack*, which includes a focus on safeguarding and child protection policies, emergency procedures, and an introduction to the nursery's values and practices.
- On their agreed start date, Rompers Full Contract of Employment will be issued to the new staff member, along with their personal copy of the Staff Handbook and their annual leave holiday record.
- A digital staff file will be created, holding the following information: Staff File Contents Checklist, Interview Record, CV, Application Form, SSSC registration check printout, Bank Mandate, Emergency Contact Details Form, Job Offer Signed Acceptance Declaration, 2 x References, Copy PVG Certificate, 2 x ID Docs (Photo ID & Address confirmation).
- Staff will receive ongoing training in safeguarding and child protection, including regular updates on current legislation, practices, and any changes to our safeguarding policies. Staff will also receive training in recognizing signs of abuse and how to report concerns.

9. Probationary Period

- All new staff will be subject to a 3-month probationary period, during which their performance, behaviour, and suitability to work with children will be closely monitored. Regular reviews will be conducted with their allocated mentor to assess progress and address any concerns.
- If any concerns about the new employee's suitability to work with children arise during the probationary period, we will take immediate and appropriate action, which may include termination of employment or further investigation.
- Following satisfactory completion of the 3-month probationary period, a probationary review meeting will be held between the new staff member and a member of management to review progress and sign off completion of the Induction Training Pack, thus formalising permanent offer of employment.
- Management will support new staff member in completing their SSSC registration or ensure SSSC registration has been notified of the staff member's change of workplace if already registered.

Monitoring:

- The staff file checklist will be reviewed weekly until fully completed to ensure timely management and control of recruitment paperwork.
- Any unsuccessful applicant interview forms will be kept on record.
- Any complaints regarding this policy will be addressed by management as per our complaints handling procedures.
- The safer recruitment practices at Rompers will be regularly reviewed to ensure they are up to date with any legislative changes or best practice recommendations.
- We will assess the effectiveness of our recruitment procedures and make improvements where necessary.
- This policy will be reviewed annually.

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
February 2022	TL - S	None
February 2023	Room Champions	UNCRC articles added
April 2024	TL - C	Advert in local newspaper taken out and bullet point "following job offer acceptance receipt, management will submit an application for either a full PVG or PVG update to Angus House" has been moved to under bullet point 5
January 2025	TL - K	Update to reflect <i>Safer Recruitment Through Better Recruitment Guidance</i> .