



Safer Recruitment

Contents

Reviewed	1
Safer Recruitment Procedure	2
Clear job description –	2
Application forms	2
Safeguarding	2
Interview	2
Identity check	2
Qualifications	2
Shortlisted Applicants	2
Take up references.	2
Disclosure and Barring Service (DBS) check	2
Letter offering the post.	2
Start & Induction.	2
Feedback	3

Reviewed

When	First Review	Approval	Published
11/12/2015	JLindow	TWilson	2015
03/01/2016	JLindow	TWilson	2016
16/01/2017	JLindow	TWilson	2017
19/09/2017	JLindow	TWilson	2017
05/08/2018	JLindow	TWilson	2018
16/02/2021	JLindow	JWilson	



Safer Recruitment Procedure

Clear job description –

What tasks the applicant will do and a role profile of skills the person will be expected to have.

Application forms

To assess the candidate's suitability for the role. Identify strengths and weakness. This makes it easy to compare the experience of candidates and ensure we have captured all of the important information we require.

Safeguarding

We make it clear Lilly Brook Pre School has a commitment to safeguarding and protecting children. We include this in our job application pack and a hardcopy is always in the setting.

Interview

We have a face-to-face interview with pre-planned and clear questions with a score to help assess the candidate. We include questions about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.

Identity check

The candidate's identity is verified using photographic ID i.e. Driving license or passport, birth certificate and 2 household bills with full name and address.

Qualifications

We ask for certificates to confirm qualifications held.

Shortlisted Applicants

We ask the shortlisted candidates to design and plan an age-appropriate activity and come in and do the activity with the children. This will be observed by the manager to determine their suitability, aptitude and ability. It also helps identify the best candidate for the role.

Take up references.

Check all employment history given. Ask specifically about an individual's suitability to work with children.

Disclosure and Barring Service (DBS) check

Apply for a DBS for successful candidate. All staff are required to sign up to the updater service as a requirement of the post, **Failure to do so can result in contract termination.**

Letter offering the post.

A letter is sent confirming offer, subject to references and successful completion of probationary period to applicant with terms and conditions. Two contracts are sent to be signed and returned to manager.

Start & Induction.

Provide a copy of organization's safeguarding procedures to read and employee/volunteer code of behaviour i.e. what is and is not acceptable behaviour in relation to children. The start/induction begins when all checks have been received and completed. Staff member is assigned a mentor for the first six months of employment (probationary period). The mentor



helps employee settle in and show how the pre-school operates. They monitor the new employees work and meets with the manager on a regular basis to discuss staff progress. The manager will observe new staff in all areas of practice.

Feedback

Feedback to staff member is continuous with a formal meeting at three months half way through probationary period to determine how the probationary period is going.