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**Safer Recruitment Policy**

**Our Aim:**

To ensure safer recruitment is a continuing process to create a safe and positive environment that is committed to keeping children safe from harm. To ensure all staff and committee members are have a clear understanding of our safeguarding procedures/ practices and policies to make sure staff and volunteers are suitable to work with the children at Fowlmere Playgroup. To ensure our recruitment culture and practices helps to identify and eliminate people who might pose a safeguarding or welfare threat and emphasises how we as a setting prioritise the safety and welfare of children.

Procedures:

Documents/templates relating to safer recruitment can be found on “Drop Box” or on Playgroup’s Laptop. These are reviewed prior to starting recruitment. There is also a separate document that details the safer recruitment process we follow.

Fowlmere Playgroup ensures that 2 members of the management team (Playgroup Manager and 1 committee member) have completed safer recruitment training provided by Cambridgeshire Early Years and will update their training every 3 years to ensure robust recruitment procedures are up to date/in line with current guidelines.

Our safer recruitment officers are…

Jasmine Redrup (Playgroup Manager)

Lindsey Crow (committee member)

**Recruitment:**

If a job vacancy is identified the committee and Manager will….

* Review job description, qualifications needed to comply with ratio requirements and qualities we would like a candidate to have.
* Agree on dates for shortlisting and interviews ensuring that all panellists are able to attend (manager of playgroup, chairperson, committee’s designated safeguarding officer and committee member who has attended safer recruitment training)
* Ensure job advert states closing date for applicants and that references and appropriate DBS checks will be completed.
* Applicants will be asked to fill in an application form and these will be reviewed and short listed before inviting successful suitable applicants for an interview. Not all applicants will receive an interview and will be notified that they have not been successful.

**Interviews:**

At this stage the committee and Manager will…

* Ask applicants to bring proof of entitlement to work in UK, proof of identity and original copies of qualifications. Copies of these will be taken and pre- employment checklist document will be started.
* Explain prior to the interview if they will be required to plan a supervised activity or spend time with the children to see how individual behaves and interacts with them.
* Ensure electronic application forms are signed if not done so already.
* Ask the same pre agreed questions to all applicants to determine the suitability of candidate. These are to include aspects of safeguarding to see if applicants share our commitment to keeping children safe.
* Use pre agreed scoring sheets/documents to record each interview and the answers given.

**After interviews:**

The committee and Manager will…

* The panellists conducting the interviews discuss each applicant at length and have the opportunity to share any concerns they may have.
* Conditional offer made to successful candidate and unsuccessful candidates informed
* Pre-employment checks carried out: DBS / qualification checks, right to work in UK, proof of identity, references (Minimum of 2)
* Send agreed document/template to referees so that references can be recorded on these.

 **After Pre-employment checks:**

The committee and Manger will…

* Once pre-employment checks have been satisfactorily completed offer of employment confirmed start date arranged.
* Induction to be planned and carried out by Manager of setting.
* Contracts to be sent (outlining agreed probation period) for successful candidate to check, sign and return within 8 weeks of starting.
* Collating evidence of safer recruitment process. A list of evidence is detailed within our safer recruitment process.
* Ask new member of staff to sign up to the DBS update service to ensure these are updated annually.

**Induction:**

Once offered a position, the staff will be on a 6-month probation period, during this time the staff will be trained in all areas and completed an induction programme. Relevant mandatory training if applicable will be completed by new staff member within the probation period. New staff members will be expected to read Fowlmere Playgroups policies and procedures.

This policy was adopted by ………. Fowlmere Playgroup…………….

On …………….. Sept 2022 ………………..

To be reviewed …………….. Sept 2023 ……………………

Signed on behalf of the provider ……………………………………………….

Name of signatory …………K Holwell…… (Chairperson)……