

## **Safer Recruitment and Selection Policy and Procedure**

### **Introduction**

Safeguarding and promoting the welfare of children is an integral part of the setting's recruitment process and plays an essential part in creating a safe environment for children.

We commit:

- To recruit and employ people on the basis of their skills, experience, knowledge and ability to safeguard children.
- To ensure that no applicant or employee is subject to discrimination of any kind on the grounds of having, or being perceived as having, or being associated with someone who has, a protected characteristic, as defined by the Equalities Act 2010.
- To advertise for staff and management using a mix of methods, using a mixture of minority and mainstream press.
- To follow the procedures outlined in our recruitment and selection procedure below.

Training, supervision, development and progression opportunities will also be available to all staff.

**Aims:** To set out a recruitment process that will:

- Attract and select the best possible applicants to vacancies
- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people
- Meet the statutory requirements of the Equality Act 2010
- Treat all applicants fairly

### **Recruitment and selection procedures**

**Stage 1: Job review.** We will consider whether each job is necessary. For a post to be advertised it must meet both our needs and our legal responsibilities. We will review each job and create (or amend) recruitment materials accordingly to make sure that they are in line with The Hideaway policy on Equalities, do not contain discriminatory criteria and accurately reflect the requirements of the post.

### **Stage 2: Prepare recruitment materials**

**Job description** (details of the duties and responsibilities) should include

- The objective of the job.
- State the main duties and responsibilities.
- Details of available training.
- Details of hours.
- Details of any travel involved.

- Salary details.
- Name of the supervisor (or make it clear if this is to be the management committee).
- Responsibility for staff and volunteers (if any).
- Duty of responsibility for implementing the organisation's Policies and procedures
- Age limits will only be retained if they are necessary to the job
- Do not include any criteria which are not necessary for the role and might discriminate

**Person specification** (details of the attributes that the successful candidate **MUST** have to be shortlisted (Essential) and **SHOULD** have to be the ideal candidate (Desirable)) should:

- Highlight the essential and desirable skills and qualities required for a job. It will vary according to the Job Description.

The interviewing panel will draw up the person specification before the job is advertised, using the Job Description. It will be sent out with the application form.

**Application packs:** must include

- Application form: front sheet containing personal information will not be seen by the shortlisting panel.
- Job description and person specification.
- Set of application guidelines.
- Additional information stating the closing time / date for applications, anticipated date/s of interviews and whether unsuccessful applicants will be informed. - Safeguarding or Child Protection Policy / statement

### **Stage 3: Advertising**

In the interests of Equality and diversity the organisation will ensure that all job vacancies are advertised in a wide variety of places to attract applicants from all of the community. Wording of the advert will communicate clearly our specific requirements and not use discriminatory language, unnecessary jargon or superfluous details. We will include the statement: "The Hideaway is committed to promoting Equality and Diversity," in all job advertisements, both internal and external. Adverts will also state the organisations commitment to safeguarding.

### **Stage 4: Shortlisting**

We will consider all candidates against the job specification, using the information contained in the applicant's application form, to select a short-list of candidates to be invited to attend for an interview. We will not accept C.V.'s. In doing so we will take all possible steps to avoid making biased judgements and select the best candidate for the

job. We will ensure that shortlisting and interviewing is carried out by more than one person and is done solely according to person specifications. Interview panels will be representative in terms of Equalities issues.

Candidates will be shortlisted for interview only if they meet the essential criteria in the Person Specification. Desirable criteria will only be used if there are too many candidates meeting the essential criteria to interview.

**References-** We will apply for references (at least 2, with one being from the most recent employer) and health reports (if appropriate), before interviewing unless to do so would put an interviewee in a difficult situation with their current employer. We will send referees the job description and person specification and ask them to comment on the candidate's ability to carry out the duties listed and suitability for the post. We will ask referees to respond as soon as possible and we will follow up any outstanding references and ask referees further questions where necessary. We will not accept open references.

**Stage 5: Interviewing.** The Early Years Foundation Stage 2014 (EYFS) now requires that employers identify if an applicant has sufficient understanding/use of English. This could be identified by using a number of methods, e.g. formal Q&A's, observing applicant with children, written task/evaluation type exercise that is appropriate to the job role.

### **Preparing to interview**

- All interviewers will be offered training in Equalities and interviewing techniques, wherever possible. At least one person on the panel will have attended safer recruitment training.
- Questions will be prepared in advance by the panel and will address/include:
  - The Job role and person specification requirements
  - Value based questions to help find out the suitability of candidates
  - Follow up questions to clarify any answers made by the candidate
  - Questions to clarify any information given on the application form
- Similar questions will be asked of all candidates,
- At least 2 people will interview.
- Personal questions about family commitments, impairment, marital status, age, country of origin etc., would be considered discriminatory and must be avoided.

**Interviewing** The format for interviews will be; -  
Introduce panel members.

- Tell the person more about the job and ensure they are present for the job as advertised. .

- Ask questions relating to the person specification and job description. - Ask questions that address the suitability and values of the candidate - Provide an opportunity for the candidate to ask questions.
- Ask if anything is unclear.
- Tell the applicant when the decision will be made and how s/he will be notified.

Panel members will keep notes on each candidate and their responses and score them. They will total their scores for each interviewee at the completion of all interviews. Scores will then be ranked and compared. If there are variations in ranking, panel member's scores may be totalled and re-ranked. Score sheets and ranking charts will be kept for a period of 3 months from the completion of the interview process.

### **Interviewing the Leader/Suitable person**

Ofsted will no longer vet and interview the Leader in charge of the day to day running of the childcare provision. Therefore we must incorporate into the interview process a 'suitable person' interview for candidates. This could be done either as an extended interview or as a 2 stage process i.e.: two rounds of interviews/vetting – the first to interview short listed applicants, and the second to interview/vet the best candidates from the first round to assess their suitability to be the leader in charge of the day to day operations.

### **Information and Record Keeping**

We will inform Ofsted if there is a change to the leader/suitable person (preferably in writing). We will keep evidence of our recruitment procedure to show Ofsted when they next visit the setting.

*(NB: Notes of replies to the questions and how the decision was reached will be kept, as candidates are entitled to ask for justification of decisions and can approach a tribunal if they feel they have been discriminated against)*

### **Stage 6: Employing staff**

- We will ensure the selected applicant has the relevant training and qualifications for the role.
- If not applied for in advance due to a request from the applicant, we will apply for references (at least 2, with one being from the most recent employer) and health reports (if appropriate). We will send referees the job description and person specification and ask them to comment on the candidate's ability to carry out the duties listed. We will ask referees to respond as soon as possible, follow up any outstanding references and ask referees further questions where necessary.
- We will apply for a DBS (Disclosure and Barring Service) check and any other necessary checks on all staff including the leader/suitable person, unless employees have signed up to the DBS update service, (as long as the original DBS check was for the same level and checked the correct barred list), in which case we will seek their permission to check for any changes to their status since the last check.

- We will check the disqualification status, including disqualification by association, of new employees prior to them starting work and on an ongoing basis. Any relevant information must be checked against the guidance provided in “Disqualification under the Children Act 2006” (Dfe 2016) and appropriate action taken.
- We will check identity, address and eligibility to work in the UK from the appropriate documents:
  - **Name & address** - Birth Certificate, Passport, Driving Licence, utility bills and marriage Certificate, divorce details, deed poll (where their name has changed).
  - **Eligibility** - National Insurance Number or P45, P46, P60 or work permit.
  - We will ensure the new employee is aware of their probationary period.
  - We will prepare an induction programme for the new employee.
  - We will offer the job to the candidate subject to successful references and DBS check.

#### • **Cover**

Where it is not possible to implement this procedure in full (e.g.: emergency cover), staff should be sought from an organisation that follows a similarly rigorous recruitment and selection procedure (this includes Agencies).

#### • **Reviewing the policy**

This policy (and its implementation) will be reviewed annually to ensure that individuals are recruited and selected on the basis of their abilities, merits and the requirements of the job. This policy links to supervision and training of staff and is part of our ongoing commitment to creating a work culture where safeguarding of children is prioritised.

### **Further Information**

#### **ACAS**

Books and booklets. These can be ordered by calling ACAS Publications on 08702 429090 or online at [www.acas.org.uk](http://www.acas.org.uk)

- Employing People: a handbook for small firms; The A to Z of work, Recruitment and Induction; Tackling Discrimination and Promoting Equality

ACAS helpline: 0300 123 1100 - free advice on employment matters. ACAS training for small businesses - there is a charge.

## **2010 Equalities Act.**

For further information:

[www.gov.uk/guidance/equality-act-2010-guidance](http://www.gov.uk/guidance/equality-act-2010-guidance)

For the full act:

[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

## **Disqualification under the Childcare Act 2016**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528473/Disqualification under the childcare act June2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf)

Applying to waive disqualification: early years and childcare provision

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-earlyyears-and-childcare-providers>