Safer recruitment policy

The nursery takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

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

Our procedure is as follows:

All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.

All shortlisted candidates will receive a job description.

During interview applicants will be asked to prove: Their identity (passport or photocard driver’s license) relevant qualifications (certificates) eligibility to work in the UK (official paperwork) their criminal history (disclosing anything that will show up on a DBS). They will be asked to provide details of at least 2 referees.

Detailed enquiries will also be made regarding any gaps in their employment.

If the nursery manager will be present at interview however the final decision rests with the owner.

Each applicant will receive communication from the nursery stating whether they have been successful or not.

Starting work - The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check.

New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until Ofsted have confirmed their suitability.

New members of staff will undergo an induction period (up to 6 weeks) during which time they will read and discuss the nursery’s policies.

They will be provided with an employee handbook.

The setting Manager has undertaken Safer recruitment training and will follow the guidance set by Norfolk County Council.

All data will be held in line with GDPR regulations (please see sperate policy)