

Safer Recruitment Policy

To ensure the safe recruitment of new educators and other staff members at Pippins and Bramleys to reduce the likelihood of risk of harm to all children and staff. During the application process we emphasise the importance of safeguarding children and ensure new recruits are committed to this too.

How we recruit?

1- Job/Role Adverts

All job adverts and specifications for roles will include characteristics and personal skills of the desired applicants and will also highlight that a DBS will be undertaken before any appointment in the role. The importance of Safeguarding within the role will be emphasised in the job description.

2- Equal Opportunities Policy should always be applied

All applicants will be considered irrespective of gender, race, age, sexuality or personal circumstances.

3- Application Forms

To ensure a thorough application process, all application forms will include personal details, employment history including any gaps in employment, academic achievement and a declaration from all applicants of any convictions or cautions the individual may have (under the **Rehabilitation of Offenders Act 1974**).

4- Advertising for Candidates

The advertising of all positions shall be shared on different platforms to ensure accessibility to all.

5- References

Professional and character references are requested before an interview is offered.

6- Checks before Interviews

Candidates may be asked to present qualification information prior to shortlisting, to back up references already obtained.

7- Candidate Shortlist

All application forms will be marked according to the job specification and desirable characteristics.

Any candidates considered not suitable will be informed of our decision.
Any data of unsuccessful applicants will be destroyed.

8- Interviewing

Interviews will be done in a timely fashion. An interview panel shall consist of at least two people and where possible a member of the Committee.

9- Conditional Offer of Employment

Following an offer to the most suitable candidate, the following additional Checks may be undertaken:

- Right to work in UK – For which a copy of applicants Passport shall be taken
- DBS (under the **Protection of Freedom Act 2012**)
- Overseas check
- Qualification Status check

10- Induction, Training and Supervision

Before any new educator or member of staff begins employment, training is assigned.

The current list of training consists of:

- Safeguarding Level 3 Training
- Paediatric First Aid (PFA)
- Level 2 Food Hygiene
- **Health and Safety Training:** Fire Safety Training, Manual Handling and Working at Heights
- **Additional Safeguarding Training:** FGM, County Lines, Protecting Children from CSE and Prevent Training

During the first few weeks of employment each member of staff will undergo continual induction training around procedure of the day and setting policies.

Time shall be made for a catch-up meeting after the first two weeks for new candidates to ask questions and further their understanding of their role and responsibilities.

All new member of Staff/Educators will be eligible for a probationary period of three months. At the end of the three months their employment shall be reviewed with Manager and Deputy and if possible, a member of the Committee.

Ongoing Safe Recruitment Practises

Active member of staff will be assigned training to ensure they are aware of signs of abuse and can confidently identify it.

Active staff members will continue to abide by the **Rehabilitation of Offenders Act 1974** by filling in an Employees Declaration about their convictions and cautions each year.

The organisation shall also maintain policies for:

- Dealing with allegations of abuse by member of staff
- Reporting concerns and whistleblowing
- Effective facilitation of recruitment and HR

This is to ensure that active practitioner can be pro-active in ensuring that children in our setting are safe from harm.